STATE OF NORTH DAKOTA

BILLING MANUAL

PEOPLESOFT
VERSION 8.4

Table of Contents

Disclaimer

Written by MAXIMUS, ERP Solutions Division, March 204.

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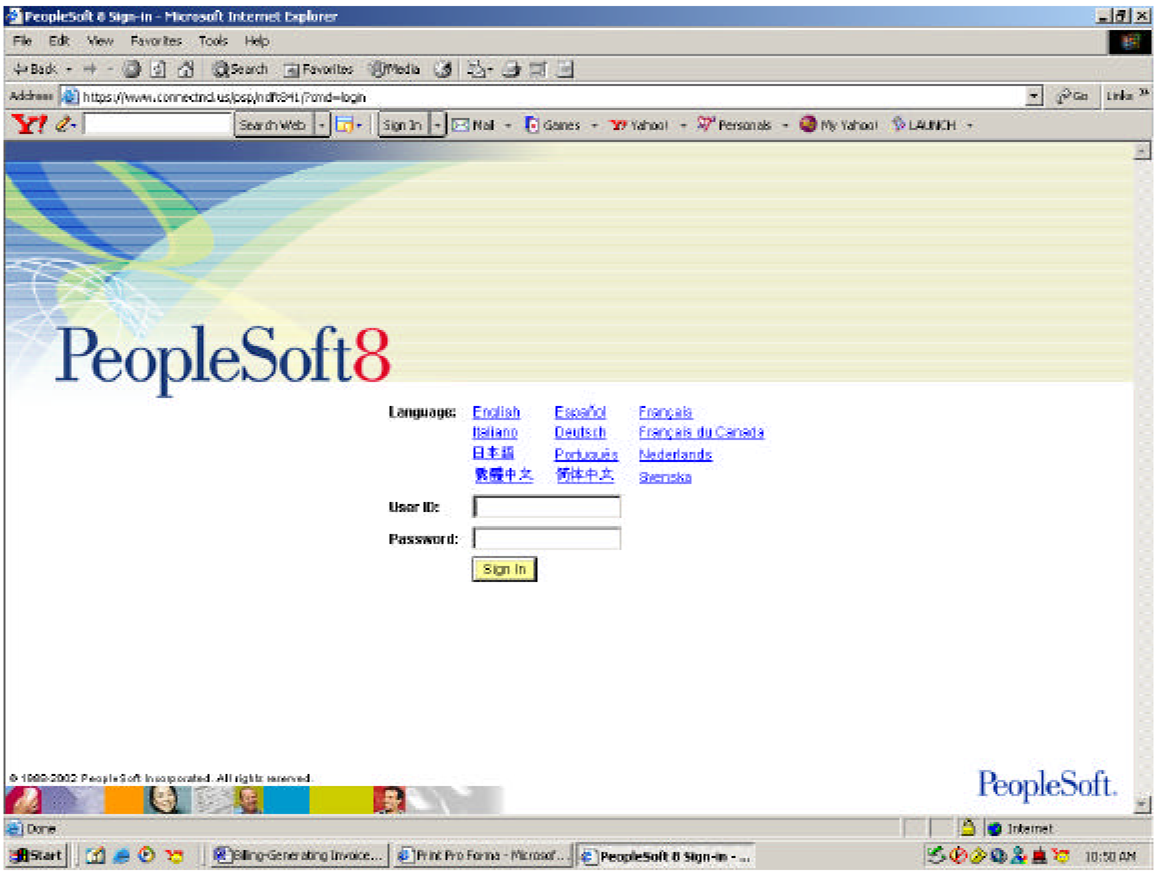
Signing into PeopleSoft

- Enter your unique User ID and Password.
- Click Sign In.



Effective Dates within PeopleSoft

- EFFECTIVE DATES are very important in PeopleSoft. When you enter information, it is important that you effective date it with either the date that you entered the information, or a future/past date that the information became active. Therefore, if a customer has an address change effective the end of the current month. You can bring up the customer and ADD a new row using the + icon. It is important that you do not just change the current information in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to add or change information is to add a new row and effective date it with the proper information. In our example above, you would effective date the new address with the date for the end of the month (when the move is to occur). PeopleSoft will choose which information to use based on the effective date that is the closed to the current date (not including future dates).

- INACTIVATING information within PeopleSoft also works with Effective Dates. If you wanted to inactivate a piece of information, you would bring up the customer and ADD a new row using the + icon. It is important that you do not just change the current status to INACTIVE in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to Inactivate information is to add a new row and effective date. Change the new row's status to INACTIVE. In our example above, if you wanted to inactivate the old address, you would add to new lines to the existing customer information. The first new line would be used with the effective date at the end of the month (the day before the move) and change the status to INACTIVE. The second new line would have the effective date of the next day, a status of ACTIVE and a new address. This way you retain history and processing does not have inactive information tied to it.

- CORRECTION MODE should not be used to change information. The proper way to change information is by adding a new row with a new effective date.

- RUN CONTROLS: It is important that you set up unique Run Controls for each different process that you will be running. If at any time your process fails over and over again, your Run Control could have become corrupted. At that time, create a new Run Control and rerun the process. Sometimes this will work. If not, contact your IT support person for help.

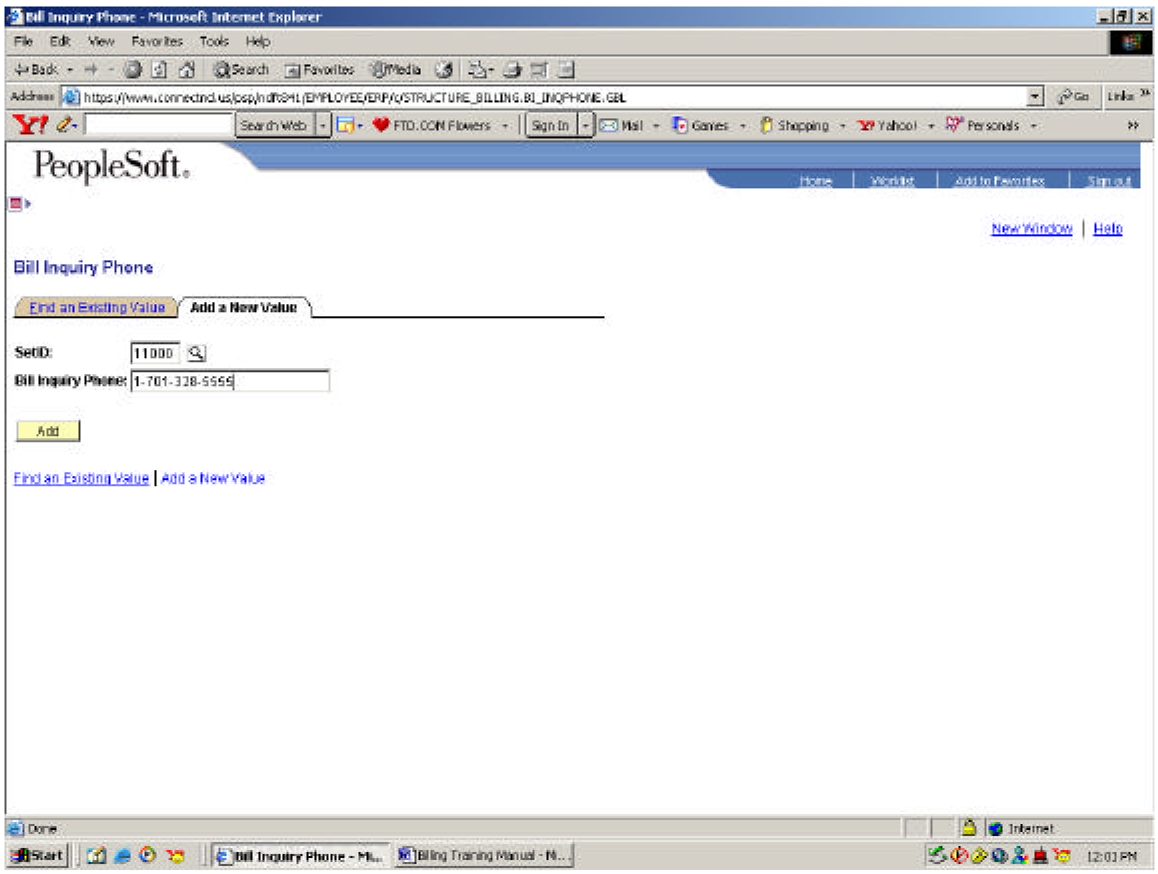
PeopleSoft Icons to Remember

- Search: Will do a search based on searching criteria and bring up valid values.
- Clear: Will clear the search dialog page of any values so that you can re-enter information.
- : Will bring up a list of valid values.
- : Will bring up a calendar that you can use to specify a date.
- : Click on the drop down box to see a list of valid values that you can choose from.
- Hyperlink: Click on the hyperlink to go to the specified page.
- Save: Will Save the page.

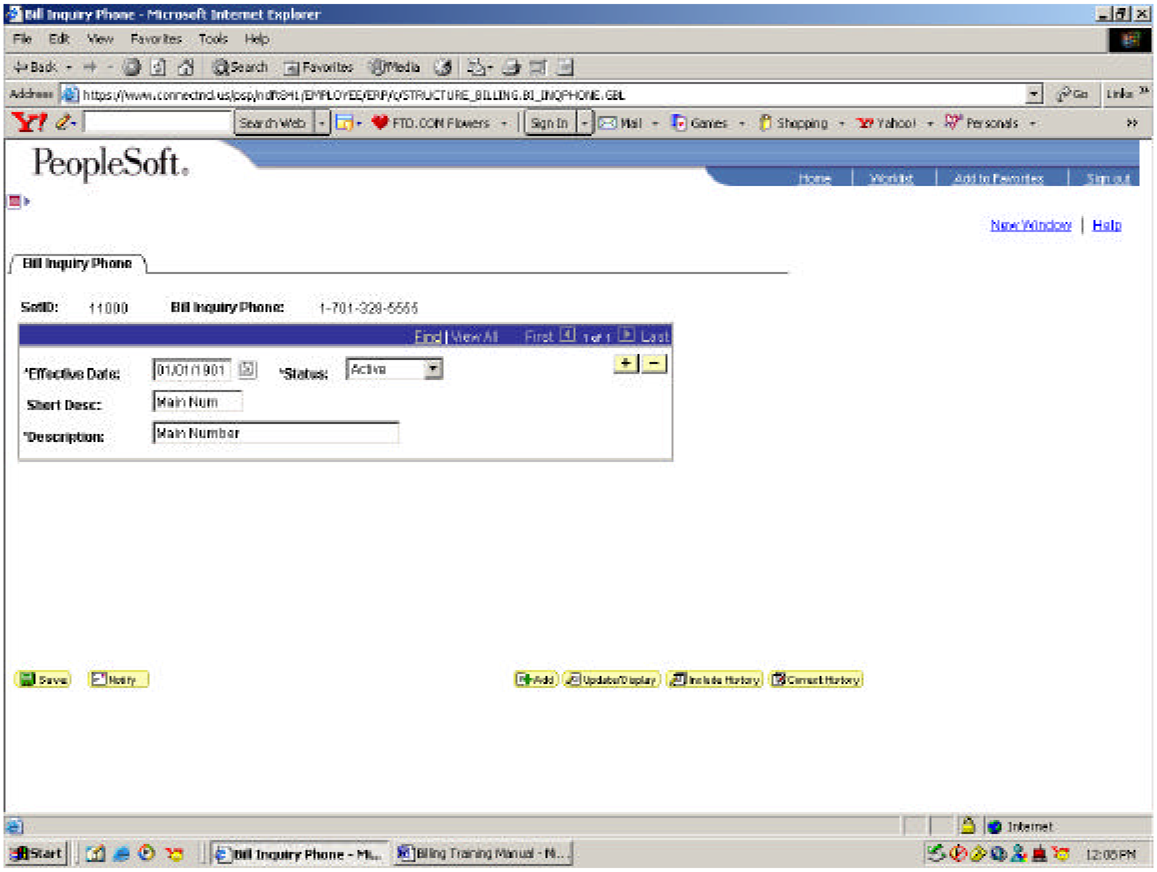
- Refresh : Will refresh the data on the Process Monitor.
- Process : Will initiate the process specified.
- Return to Search: Will return to the search dialog page.
- Next in List: Will show the next entry in the list.
- Add: Will add another value.
- +: Will add another line.
- −: Will delete another line.
- Totals Find | View All First 1 of 1
  : Will allow you to view all or selected lines.
- Select All : Will select all values in the list.
- Deselect All: Will deselect all values in the list.
- New Window : Will open a new PeopleSoft Internet page.
- Run : Will run the process.
- Lookup: Will perform a search based on the searching criteria.
- : Will refresh or build the page.
- : Will create entries.
- : Will delete entries.

Setup Bill Inquiry Phone

Setup Financials / Supply Chain > Product Related > Billing > Setup > Bill Inquiry Phone



- Enter the appropriate SetID: Bill Inquiry Phones are defined using Business Unit as the Setid.
- Bill Inquiry Phone: Enter the appropriate phone number. The number your customers may call if they have questions about their bill and will be printed on the invoice.
- Click Add

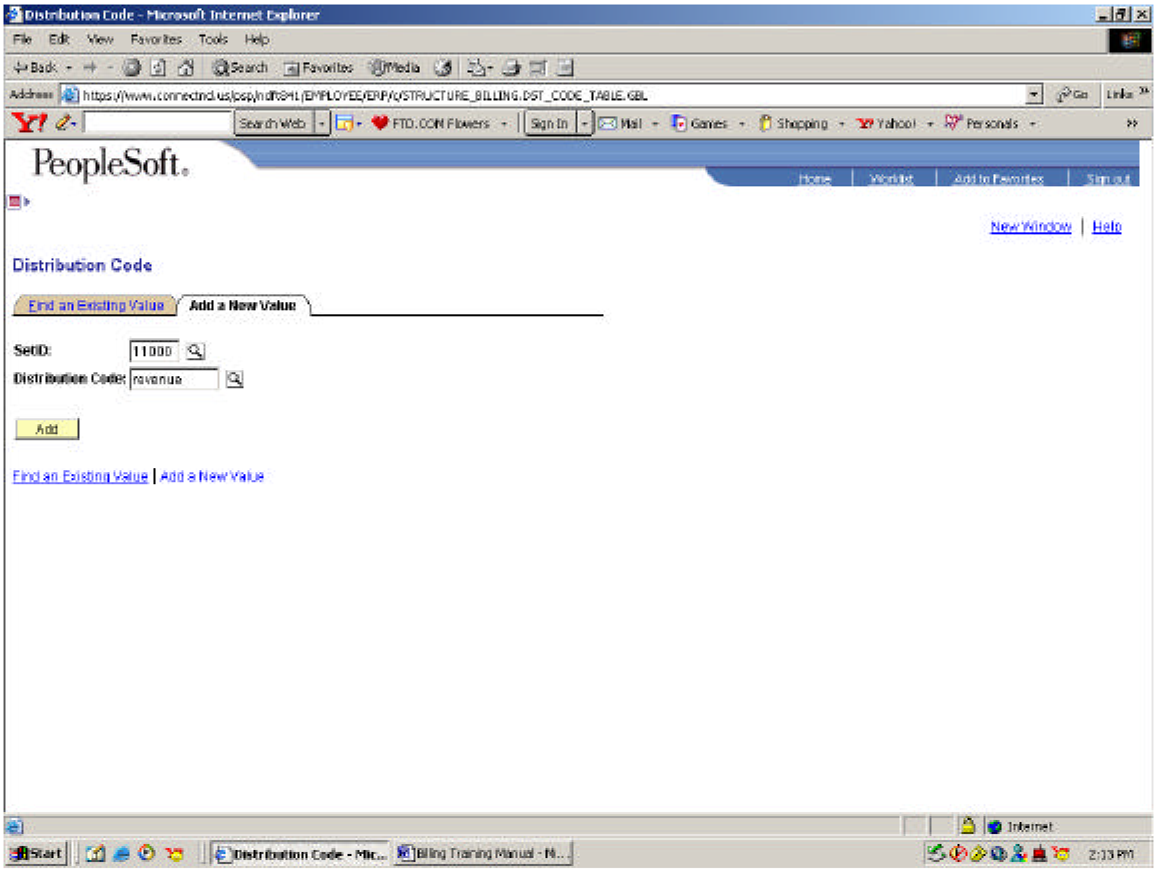


- Effective Date: Enter the date which the new Bill Inquiry Phone becomes active / inactive.
- Short Desc: Enter the Short Description to describe the Phone.
- Description: Type in the description of the phone being defined.
- Click 

Note: In order to change the description, or inactivate this Bill Inquiry Phone, you must add a new row using the add icon +.

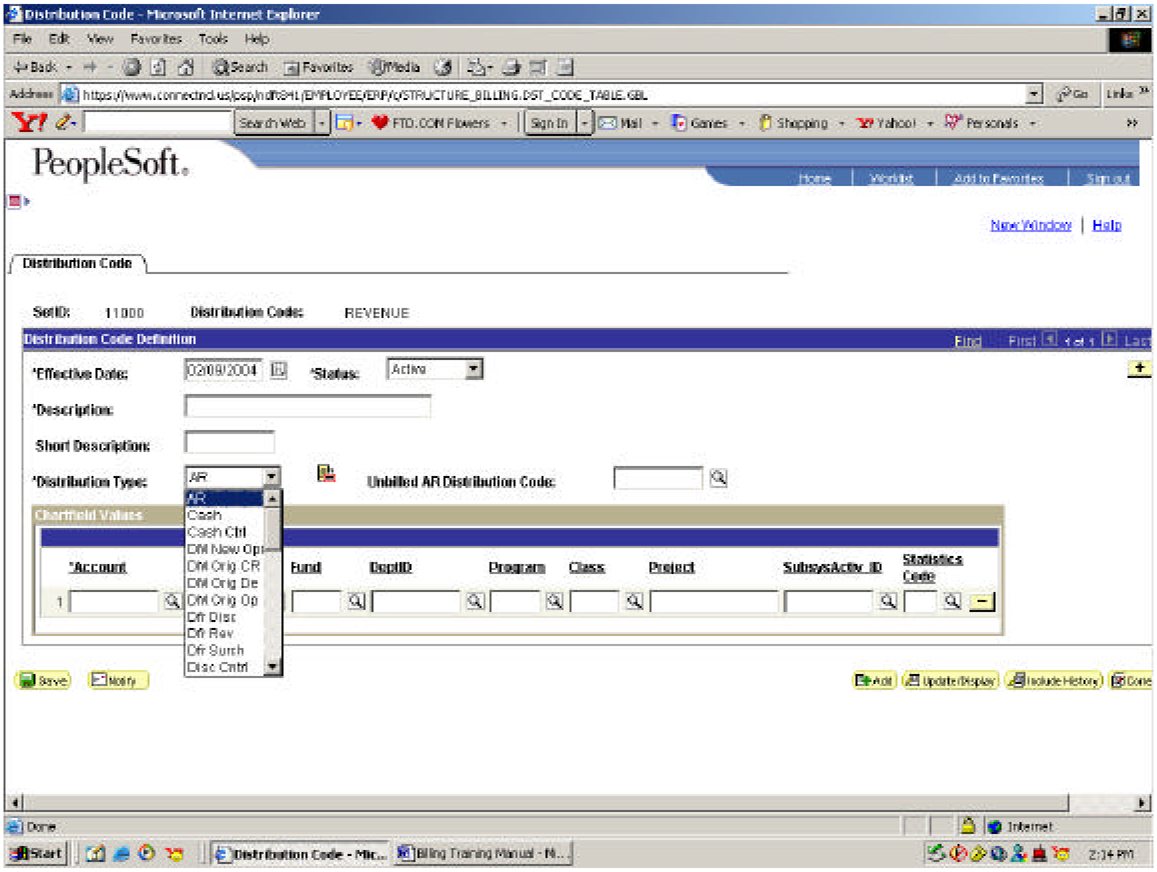
Distribution Codes

Setup Financials / Supply Chain > Product Related > Billing > Setup > Distribution Code



Note: These codes simplify the process of generating accounting entries by defining a valid combination of Chartfield values.

- SetID: Distribution Codes are defined using Business Unit as the Setid.
- Distribution Code: Enter a descriptive identifier for the distribution code.
- Click Add

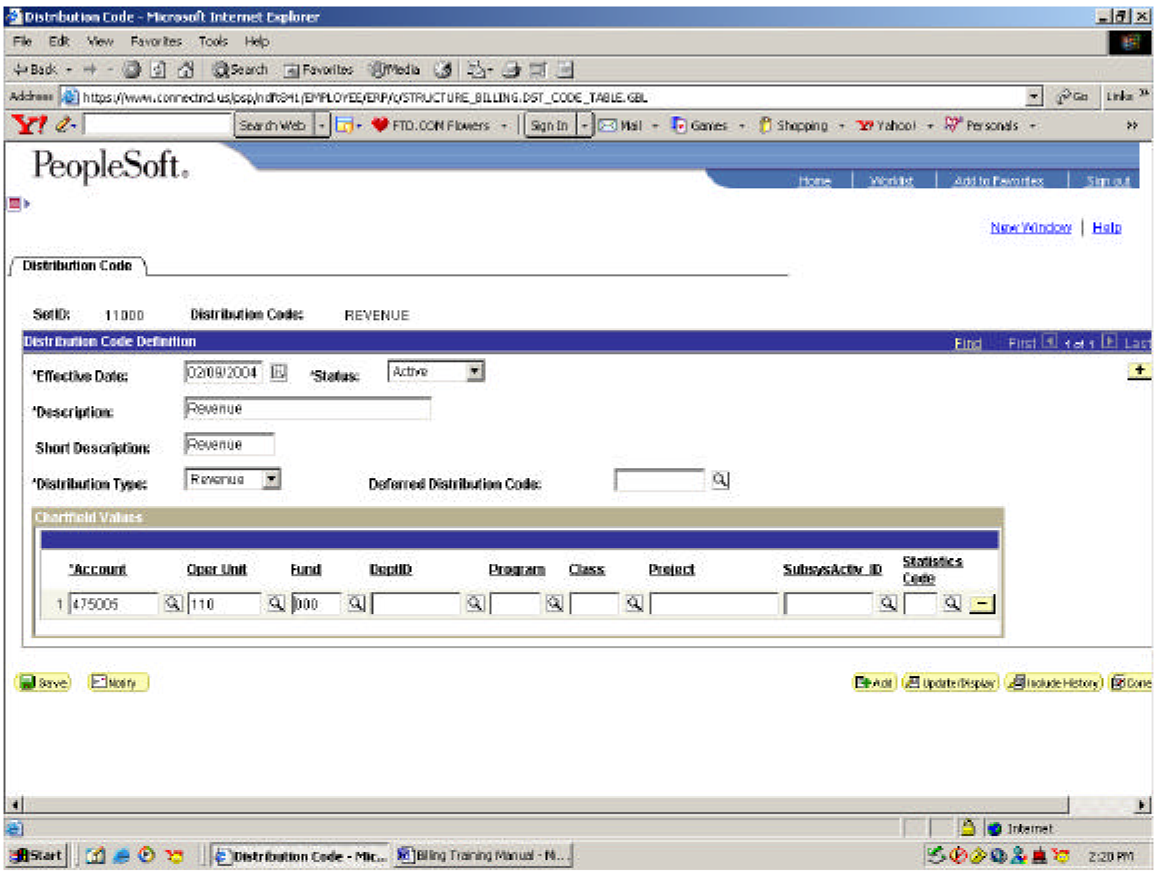


- Effective Date: Enter the date for which this distribution code becomes active.
- Status: Active.
- Description: Enter the description for this distribution code.
- Short Description: Enter the description for this distribution code.
- Distribution types include:

Discount	Used for setting up discount account distribution entries.
Revenue	Used for setting up revenue accounts.
Surcharge	Used for setting up surcharge account distribution entries.
AR (accounts receivable)	Used for pending items either at item entry on the Pending Item 1 page, item entry type on the Item Entry Type — Selection page, or by business unit on the Accounting Options 1 page.

Refund Ctrl (refund control)	The Chartfield combination used to record the liability for a refund.

Note: In order to change or inactivate this Distribution Code, you must add a new row using the add icon +.

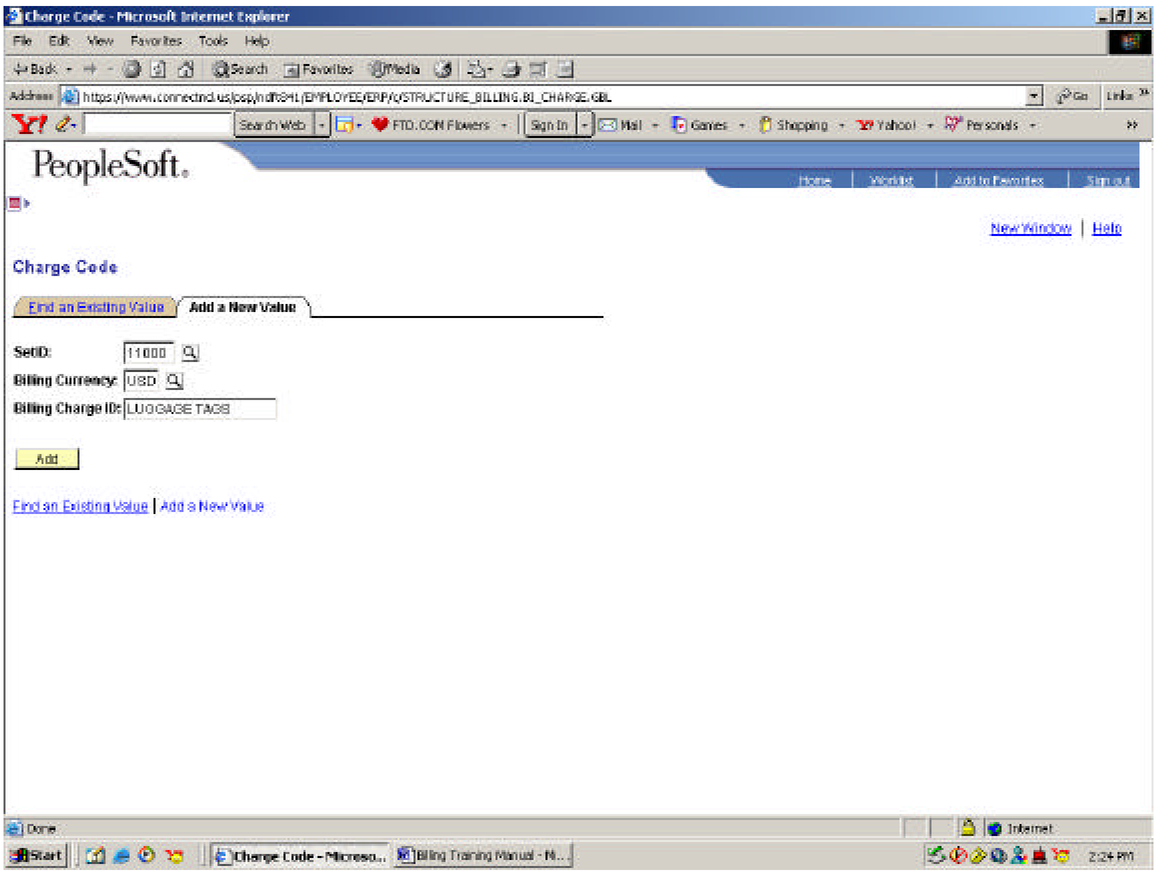


- ChartField Values: Enter the appropriate chartfield combinations for this distribution code. These Chartfields will default during Billing / Accounts Receivable processing and can be changed.
  - Account
  - Oper Unit
  - Fund
  - DeptID
  - Program
  - Class
  - Project

- Click Save

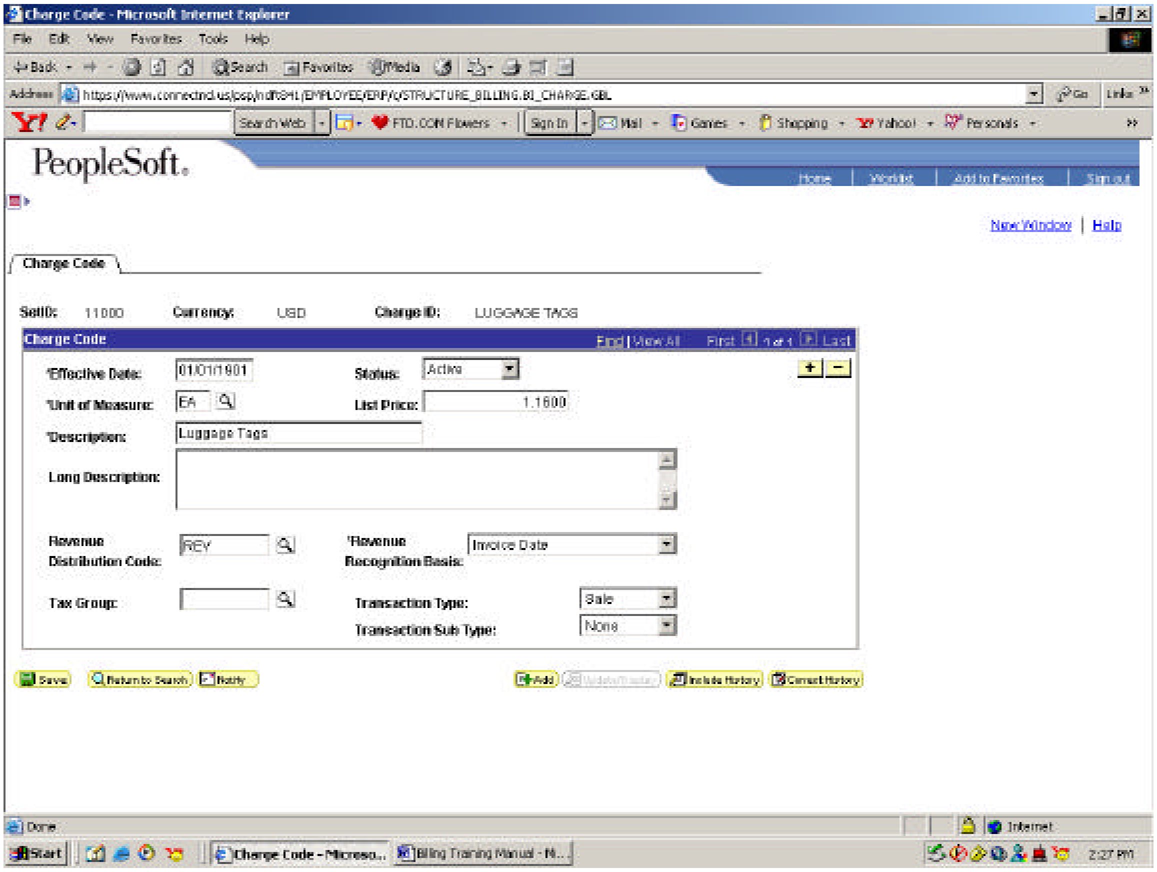
Charge Codes

Setup Financials / Supply Chain > Product Related > Billing > Setup > Charge Code



Note: Charge Codes are used in PeopleSoft Billing to bill for something and is optional.

- SetID: Charge Codes are defined using Business Unit as the Setid.
- Billing Currency: USD.
- Charge Code: Enter a descriptive identifier for the charge code which represents a product / service that your agencies uses to bill.
- Click Add.



- Effective Date: Enter the appropriate effective date in which this charge code becomes active.

- Status: Active.

- Unit of Measure: EA. Click on the magnifying glass icon to see a list of valid values to choose from.

- Description: Enter the appropriate description for this charge code.

- List Price: Enter the list price per unit of measure for this charge code. This price will default on the bill when the charge code is chosen from the drop down list, but can be changed.

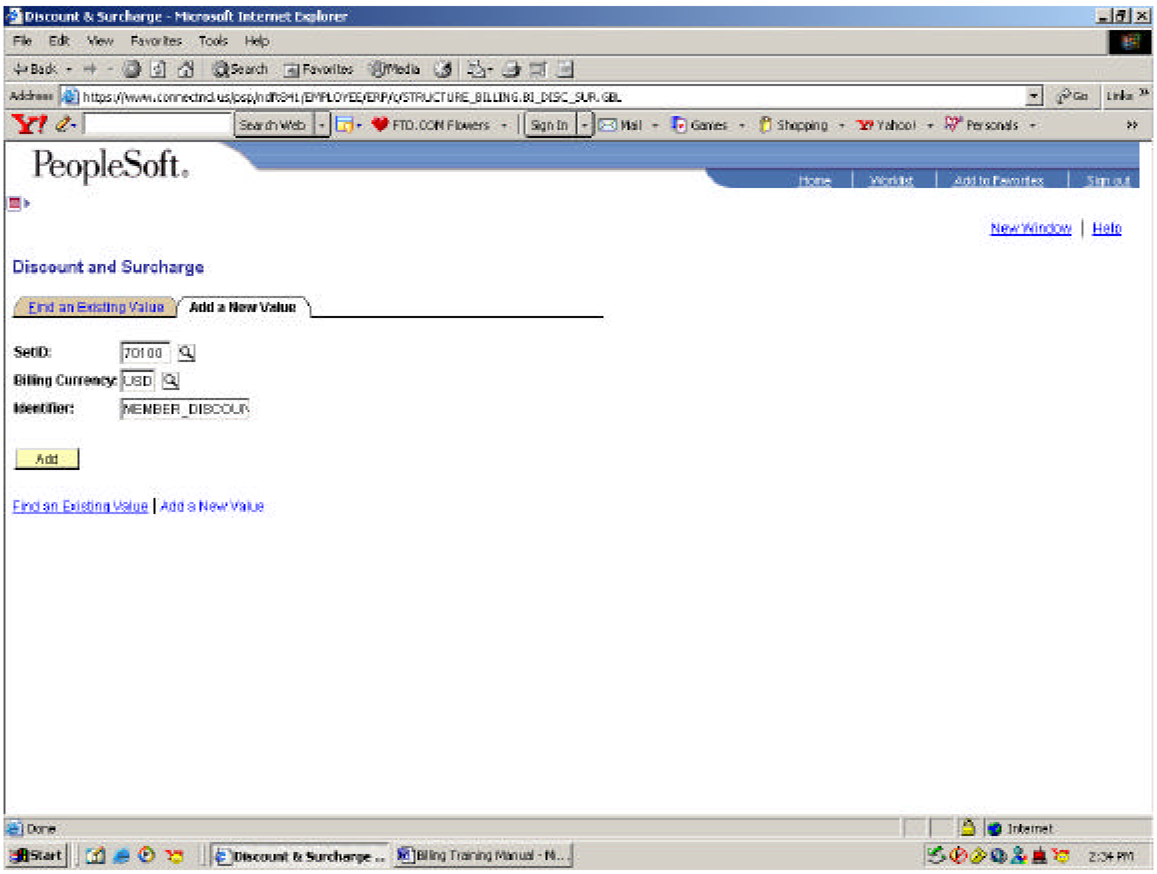
- Revenue Distribution Code: Pick the valid value from the list of Revenue Distribution Codes by clicking on the magnifying glass icon . Only distribution codes whose distribution type is equal to 'Revenue' will be listed.

- Click Save

Note: In order to change or inactivate this Charge Code, you must add a new row using the add icon +.

Discount & Surcharge

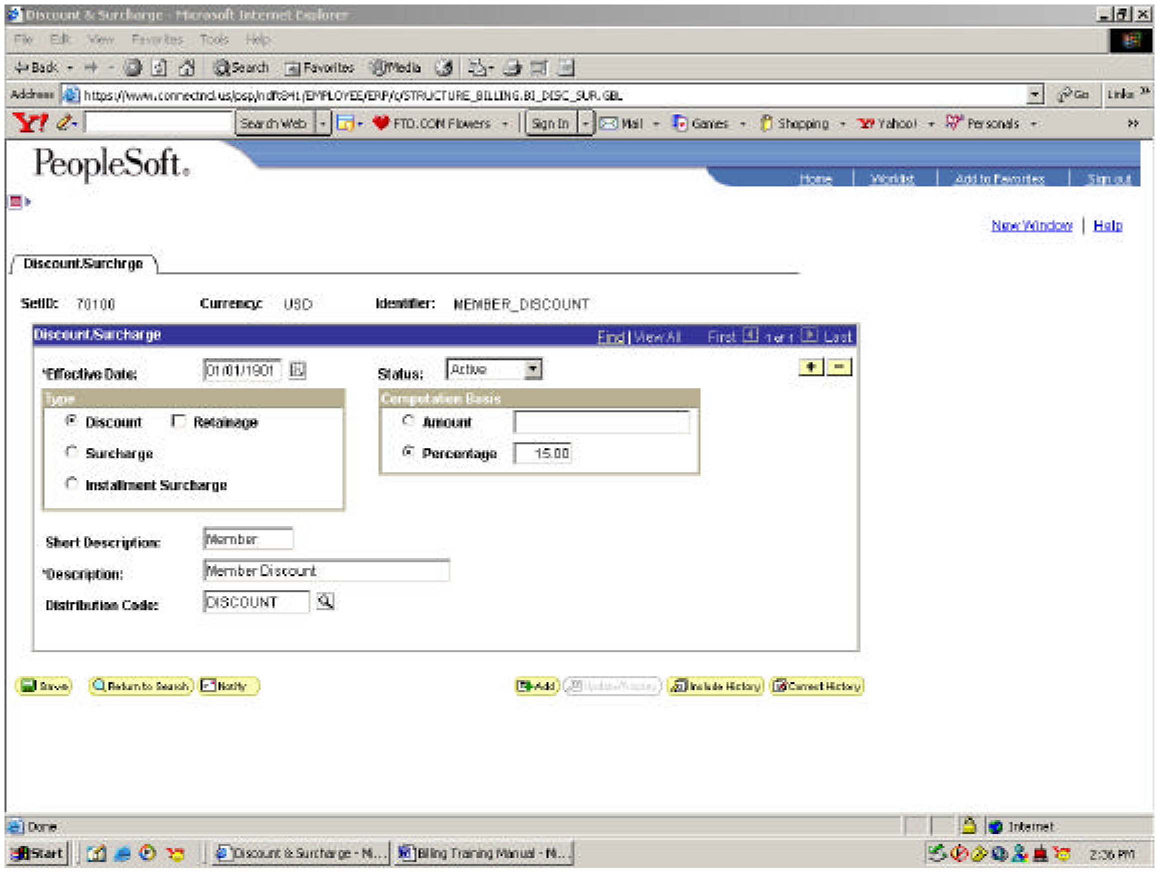
Setup Financials / Supply Chain > Product Related > Billing > Setup > Discount & Surcharge



Note: Discount and Surcharges page enables you to enter as many predefined discounts or surcharges, as you want, each associated with a flat amount or percentage. A discount lowers the amount due from a customer; a surcharge raises the amount due from a customer.

- SetID: Discount & Surcharge Codes are defined using Business Unit as the Setid.
- Billing Currency: USD.
- Identifier: Enter a descriptive identifier for the Discount or Surcharge.
- Click 

.



- Effective Date: Enter the appropriate effective date in which this discount / r becomes active.

- Status: Active.

- Type
  - o Discount
  - o Surcharge

- Computation Basis: Specify as a flat Amount or Percentage. Whichever you select, also enter the amount or the percentage in the adjacent field. Enter the percentage as a number with two decimal places; for example, enter 5 percent as 5.00.
  - Amount
  - Percentage

- Description: Enter the appropriate description for this Discount / Surcharge.

- Short Description: Enter the appropriate description for this Discount / Surcharge.

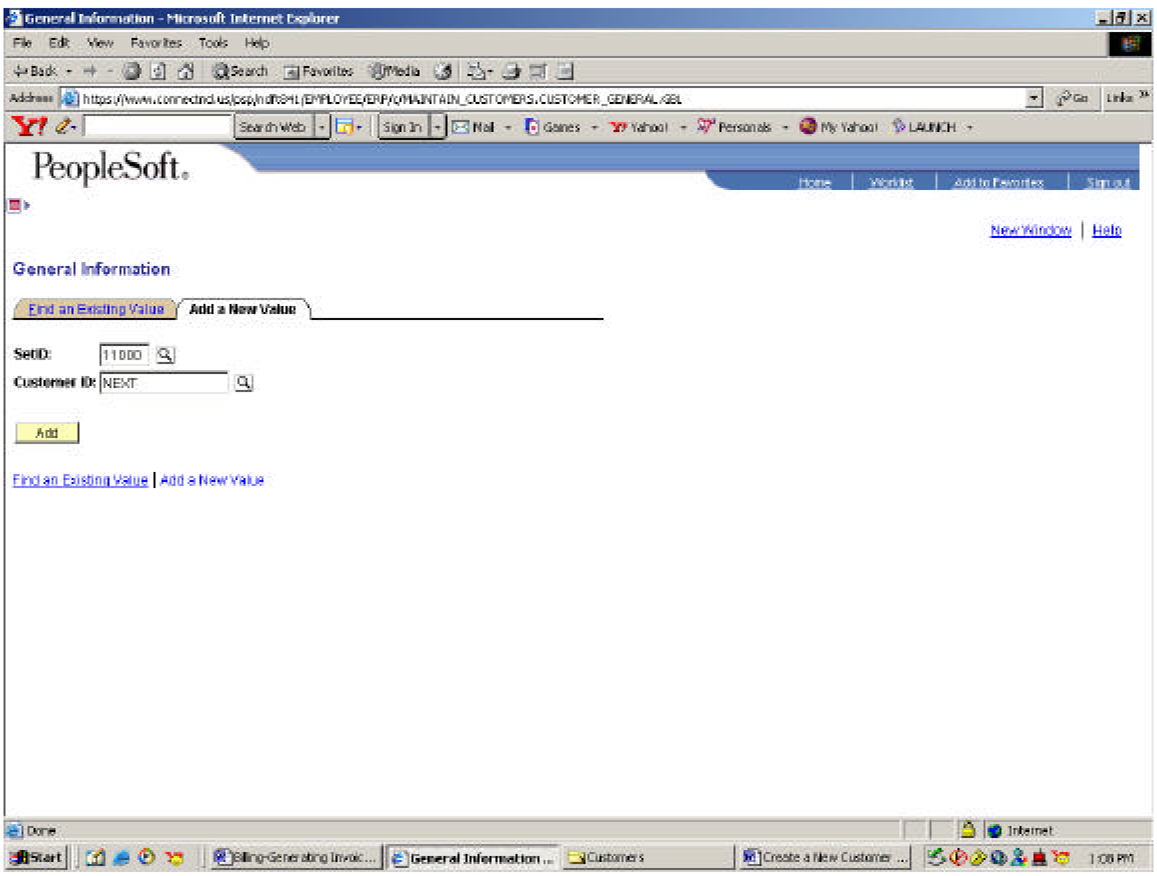
- Distribution Code: Pick the valid value from the list of Distribution Codes by clicking on the magnifying glass icon. Only distribution codes whose distribution type is equal to 'Discount' / 'Surcharge' will be listed.

- Click Save.

Note: In order to change or inactivate this Charge Code, you must add a new row using the add icon.

Creating Customers

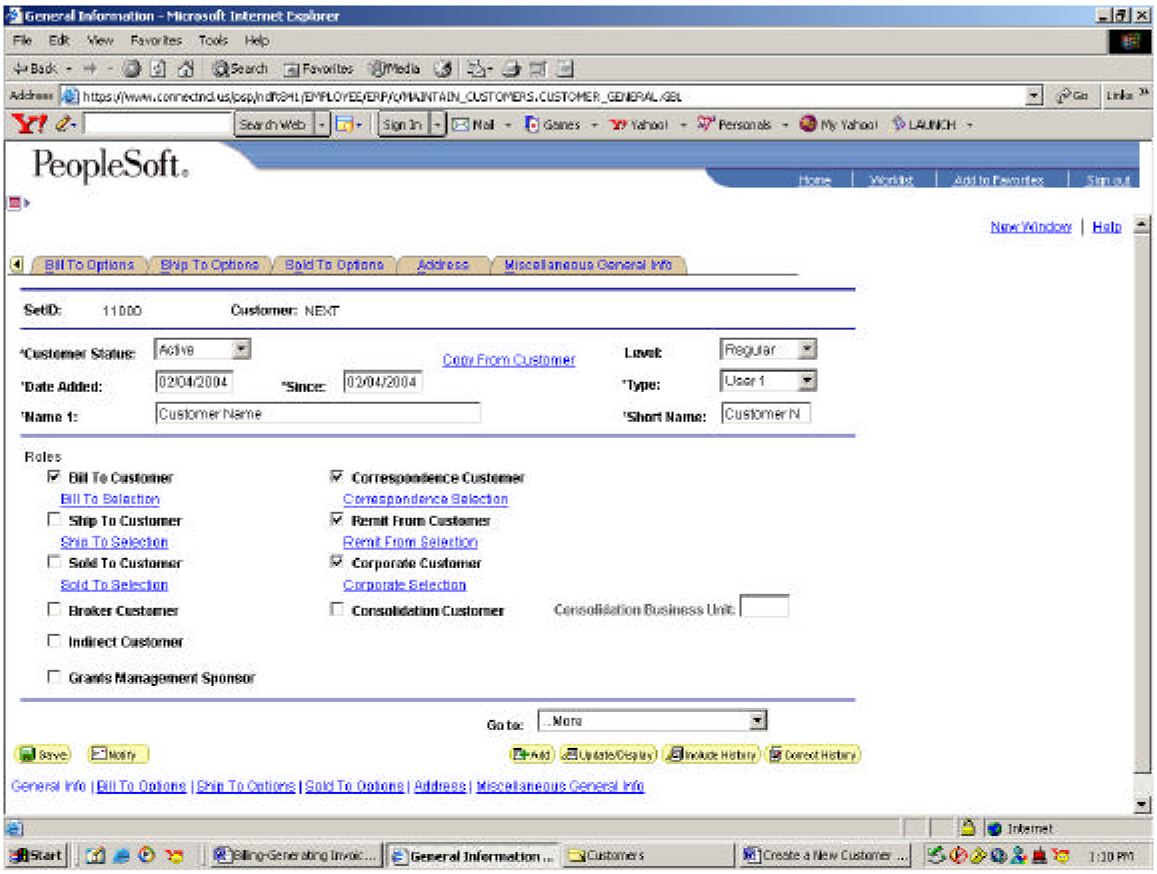
Customers > Customer Information > Add a New Value



- Enter the appropriate SetID: Customers are defined using Business Unit as the Setid.

- Customer ID: If you are adding a new customer, you may enter this code manually or use the Automatic Numbering page to have the system automatically assign the next sequential Customer ID.

- Click Add.

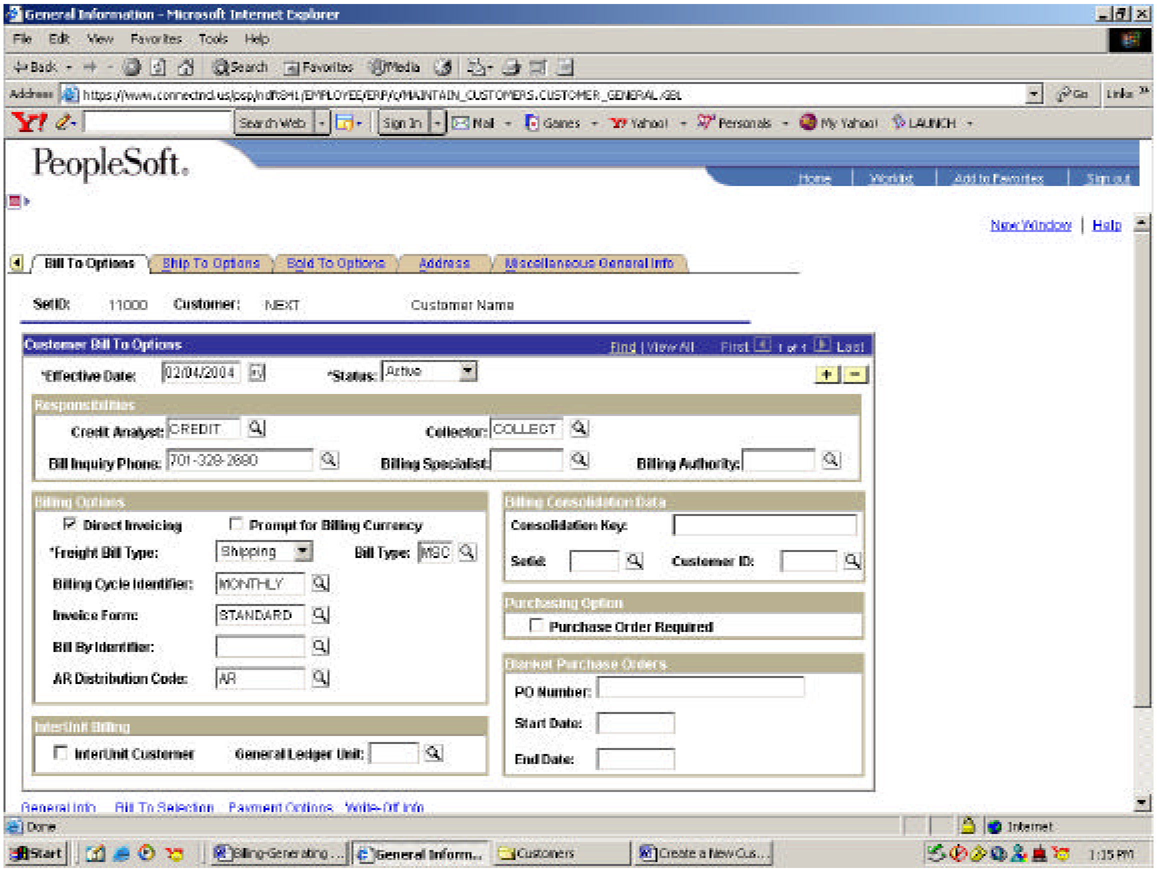


- Enter the Customer name in the Name 1 field. The Short Name will populate from the Name 1 field upon page refresh.

- Select the appropriate Role checkbox.
    - o Bill To Customer

Note: If customer is an InterUnit Customer (Another State Agency), click 'Ship To' and 'Sold To' checkboxes as well.

- Click on the 'Bill to Options' tab.

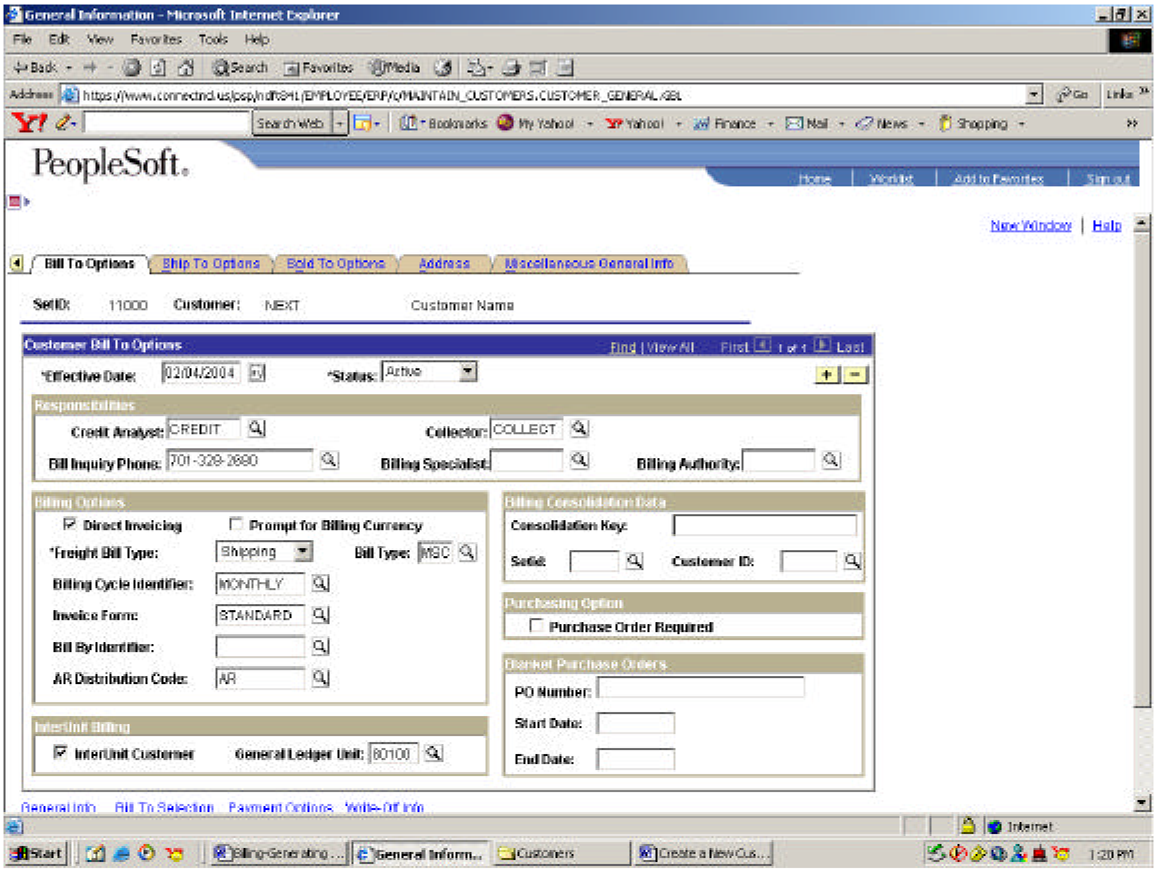


- Enter the appropriate Credit Analyst: CREDIT.
- Enter the appropriate Collector: COLLECT.

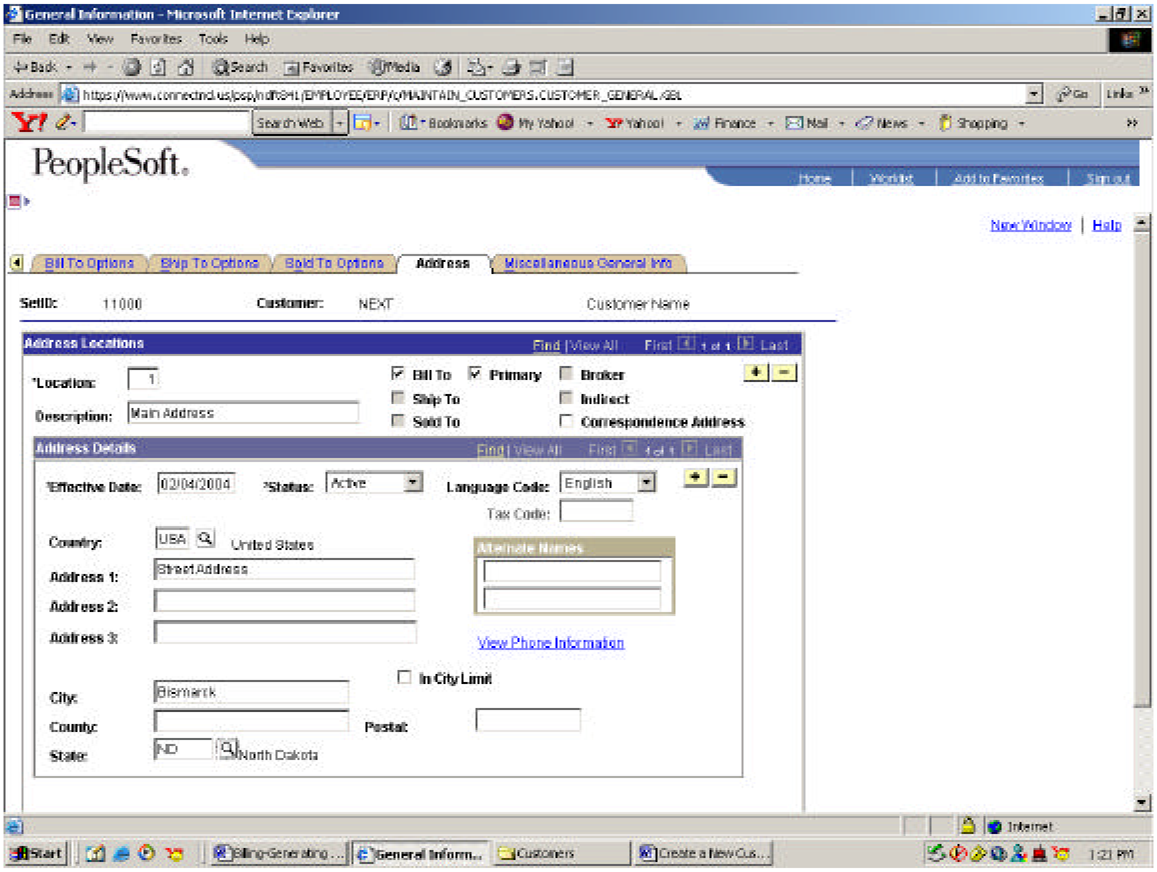
The following fields are optional and may default on the Bill from the business unit, bill type, bill source, or customer options, depending on the level at which you specify these values.

- Bill Inquiry Phone: The number your customers may call if they have questions about their bill.
- Billing Cycle Identifier: Associates a billing cycle (monthly, on-demand, quarterly, etc.) with a bill.
- Invoice Form: STANDARD.
- AR Distribution Code: AR.
- Bill Type

Note: If the customer being setup is another State Agency using PeopleSoft, you will need to complete the InterUnit Billing section on the Bill To Options page.



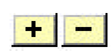
- Click the InterUnit Customer checkbox and enter the GL Business Unit only if this customer is an InterUnit / IntraUnit Customer.
- Click the ‘Address’ tab.



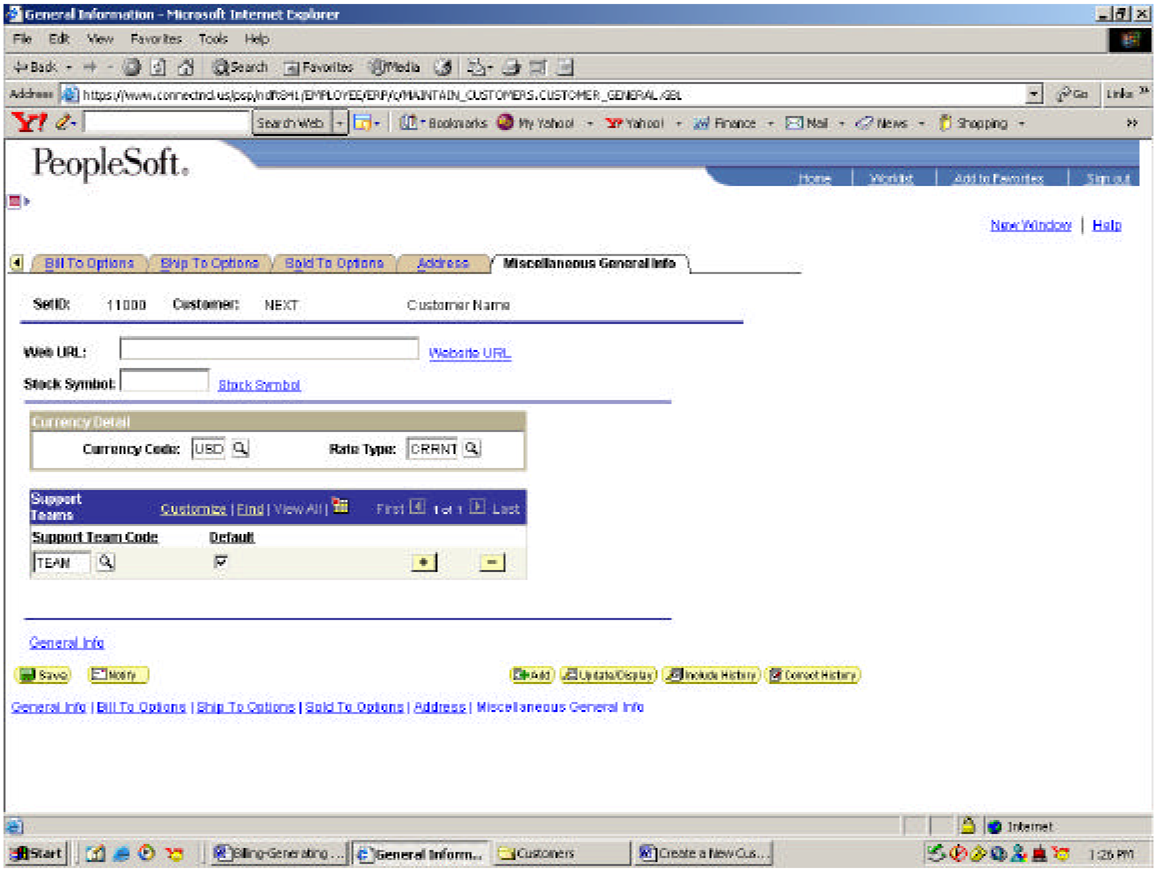
- Check boxes for 'Bill To' ('Ship To', 'Sold To' if this customer is a State Agency) as well as the corresponding primary box.
    - o This depends on the Roles selected on the 'General Information' page.
    - o Each role must have a primary address defined.

- Enter the appropriate Address Description.

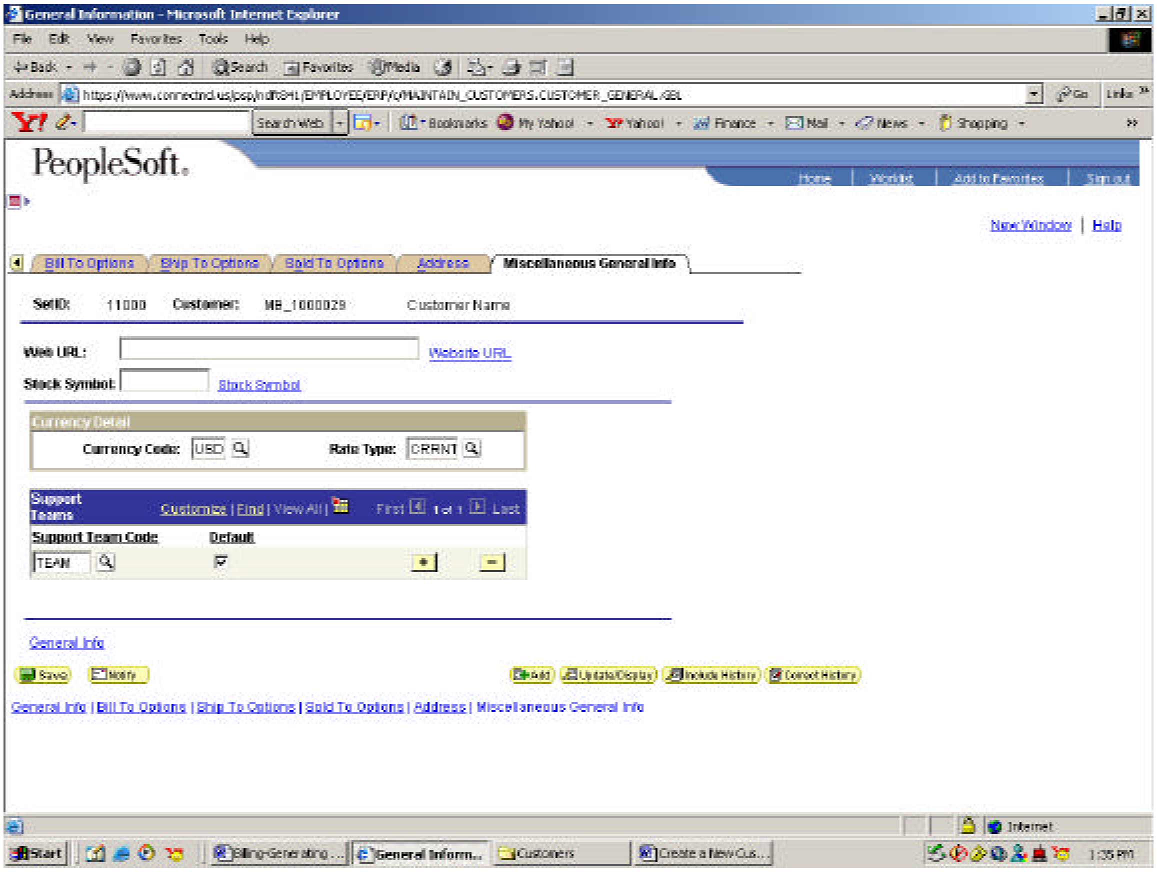
- Enter the appropriate Address (Address Line 1, City, State, Postal)

Note: Customers can have multiple address locations by clicking the  add icon and adding the new information.

- Click on the 'Miscellaneous General Information' tab



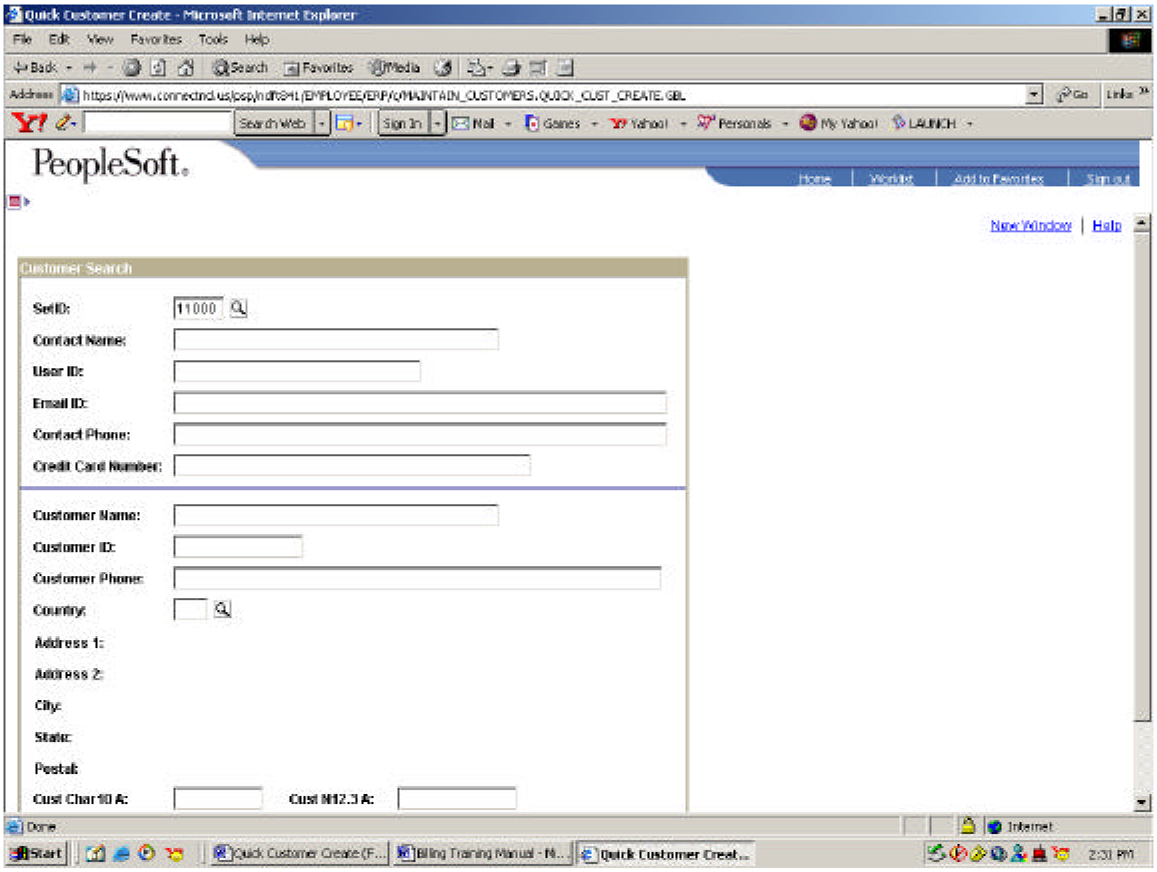
- Currency Code: USD.
- Rate Type: CRRNT.
- Support Team Code: TEAM
    - o Check the default checkbox.
- Click .



Note: Once saved all customer information is validated. Also, auto numbering will take affect and define a customer id for the new customer.

Quick Customer Create

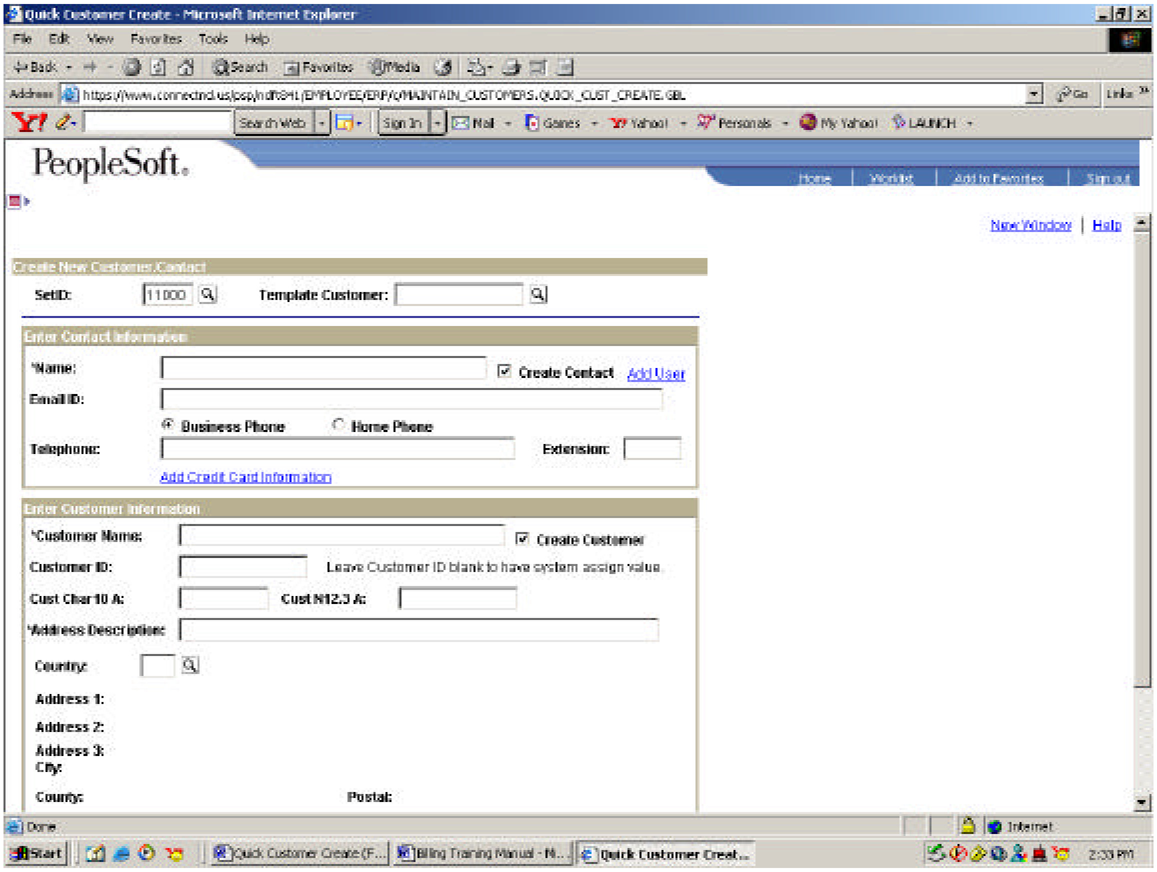
Customers > Customer Information > Quick Customer Create



Note: This page allows you to search for customers based on Address, Contact Name or Customer ID / Name. You can drill down to see customer information on returned results.

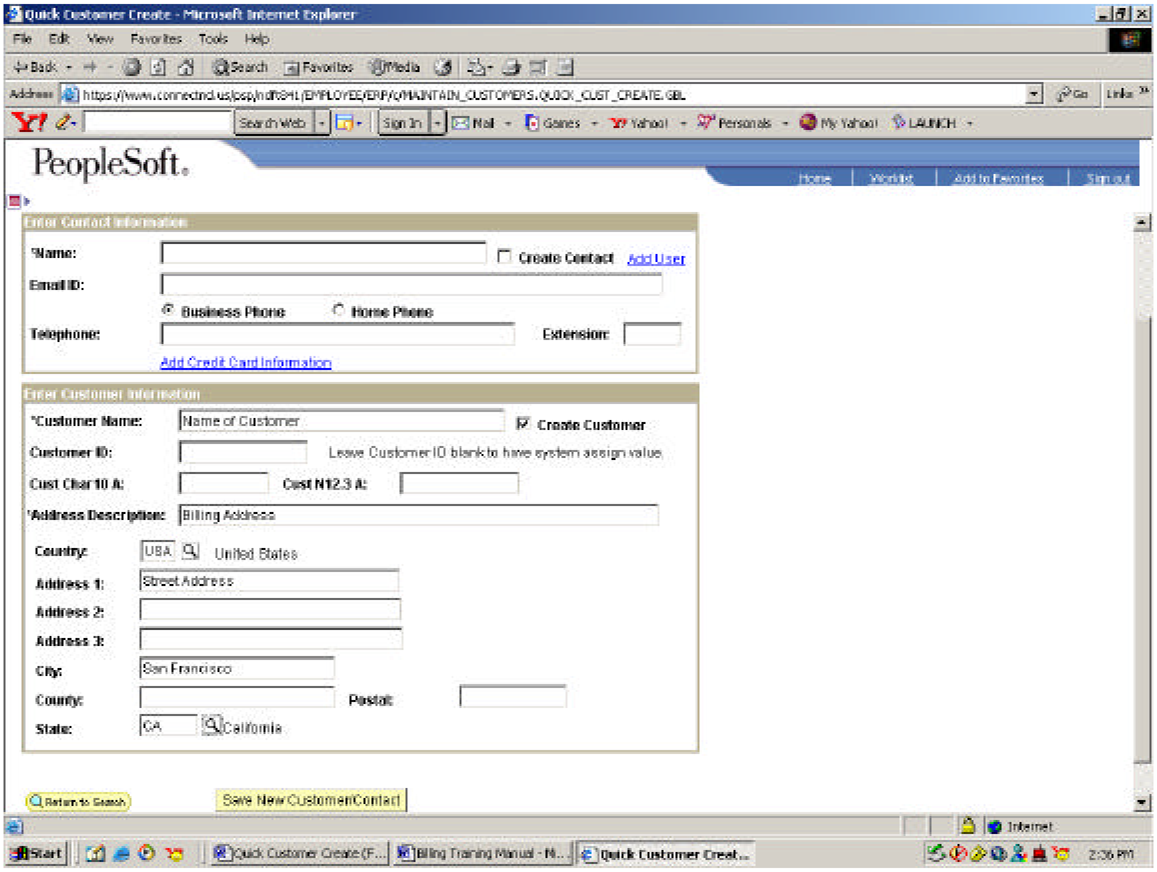
You can also create new customers; however, need to have a customer as a template for many of the default values. Once created, you can go into Customer General hyperlink and change information.

- Click on the Create New Customer / Contact hyperlink on the bottom of the page to add a new customer.

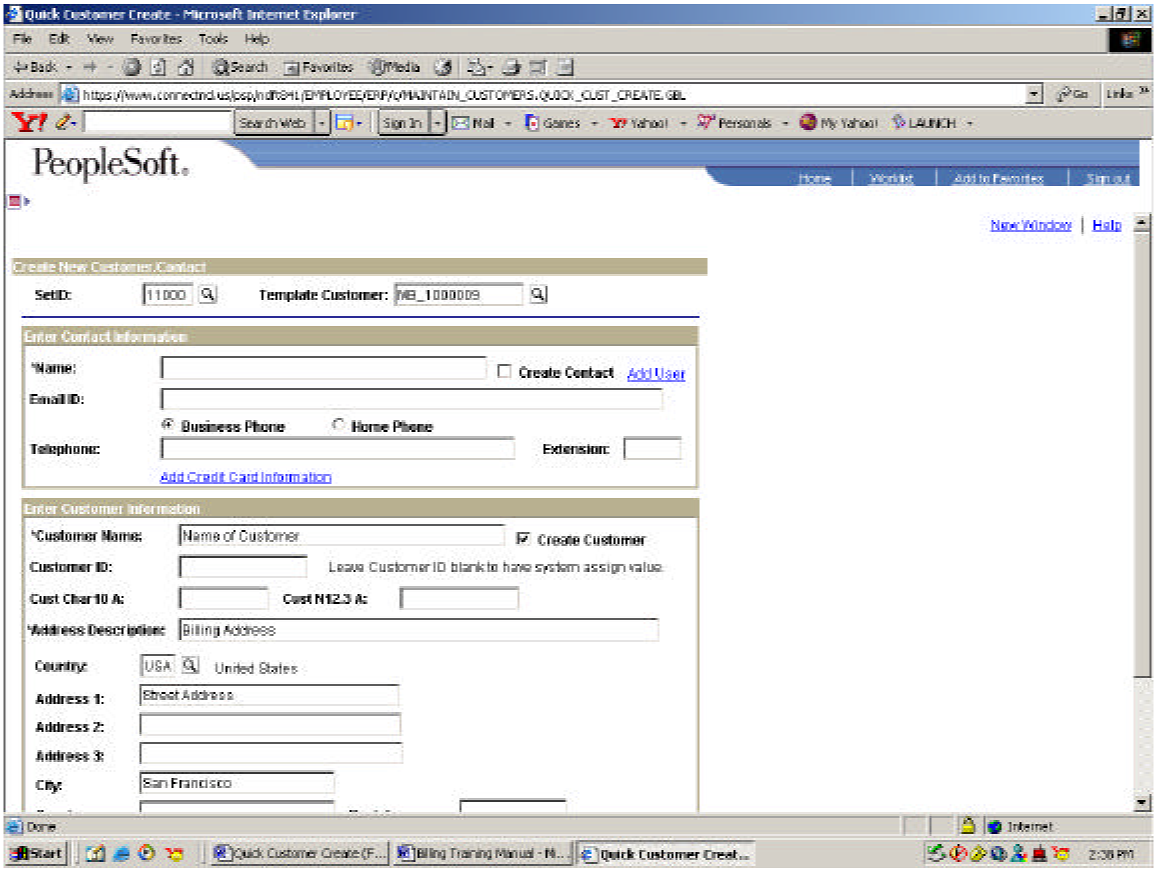


- Complete the 'Enter Contact Information' section of the page if you want to create a new Contact ID and attach it to this Customer.
    - o Name
    - o Email
    - o Phone

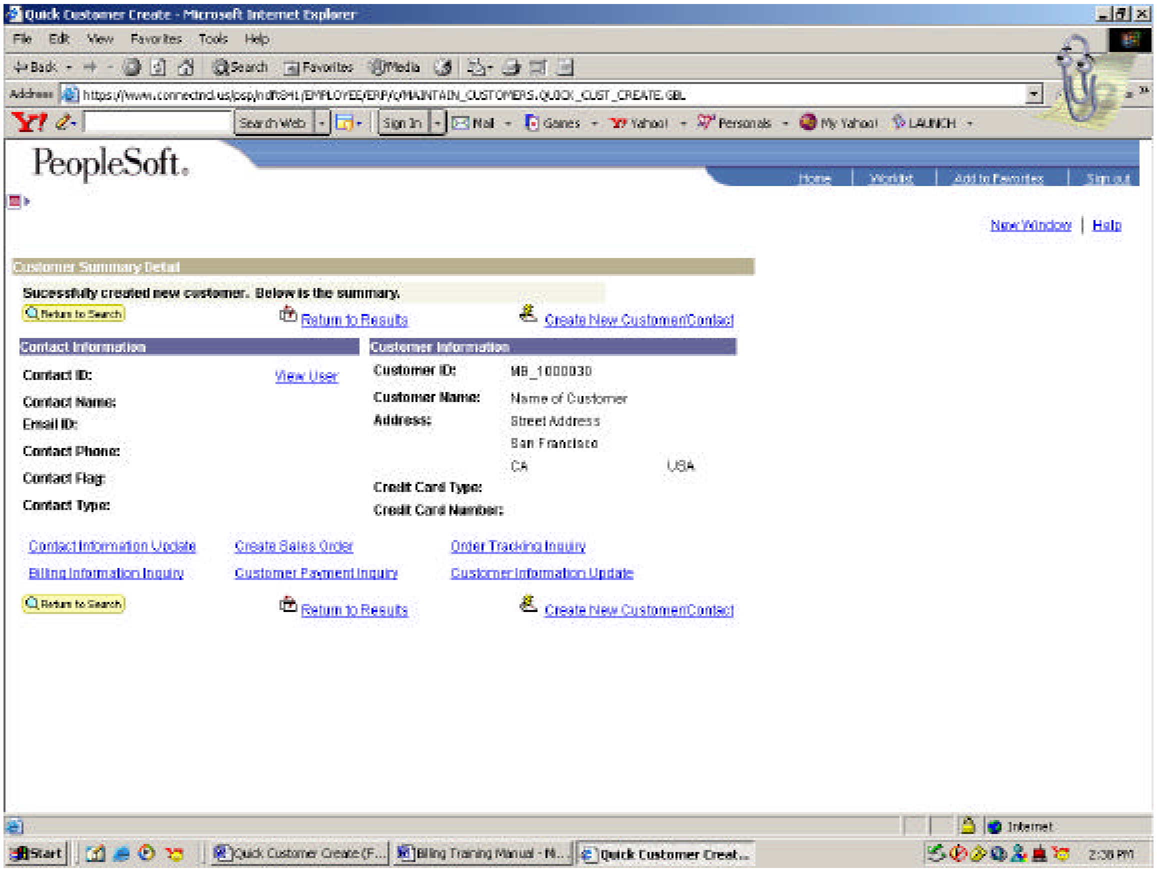
- Uncheck the ☑ **Create Contact** box if you do not want to create a new Contact ID to attach to this new Customer.



- Enter the appropriate Template Customer. Click to search for Customer ID (if needed).



- Enter the appropriate Customer Name for the new customer being created
- Customer ID: Leave Customer ID blank to have system assign value.
- Address Description
    - o Address Line 1
    - o City
    - o State
- Click Save New Customer/Contact .



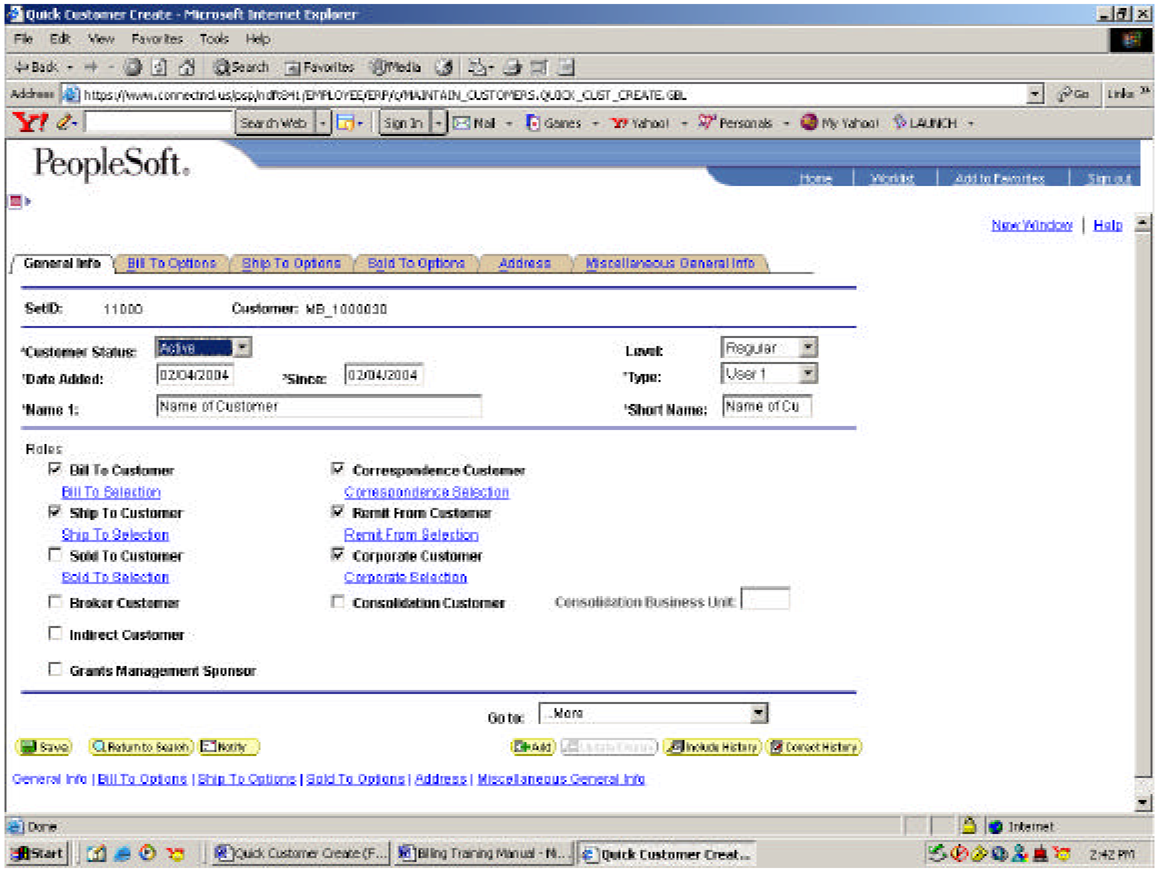
Note: The new customer and/or contact information are populated on the Customer Summary Details page.

- Click Create New Customer / Contact hyperlink to add another new customer.

- Click Contact Information Update hyperlink to view contact information for the contact that was just created. (If you check the box to create a Contact) You will be navigated to the 'Contact' page.

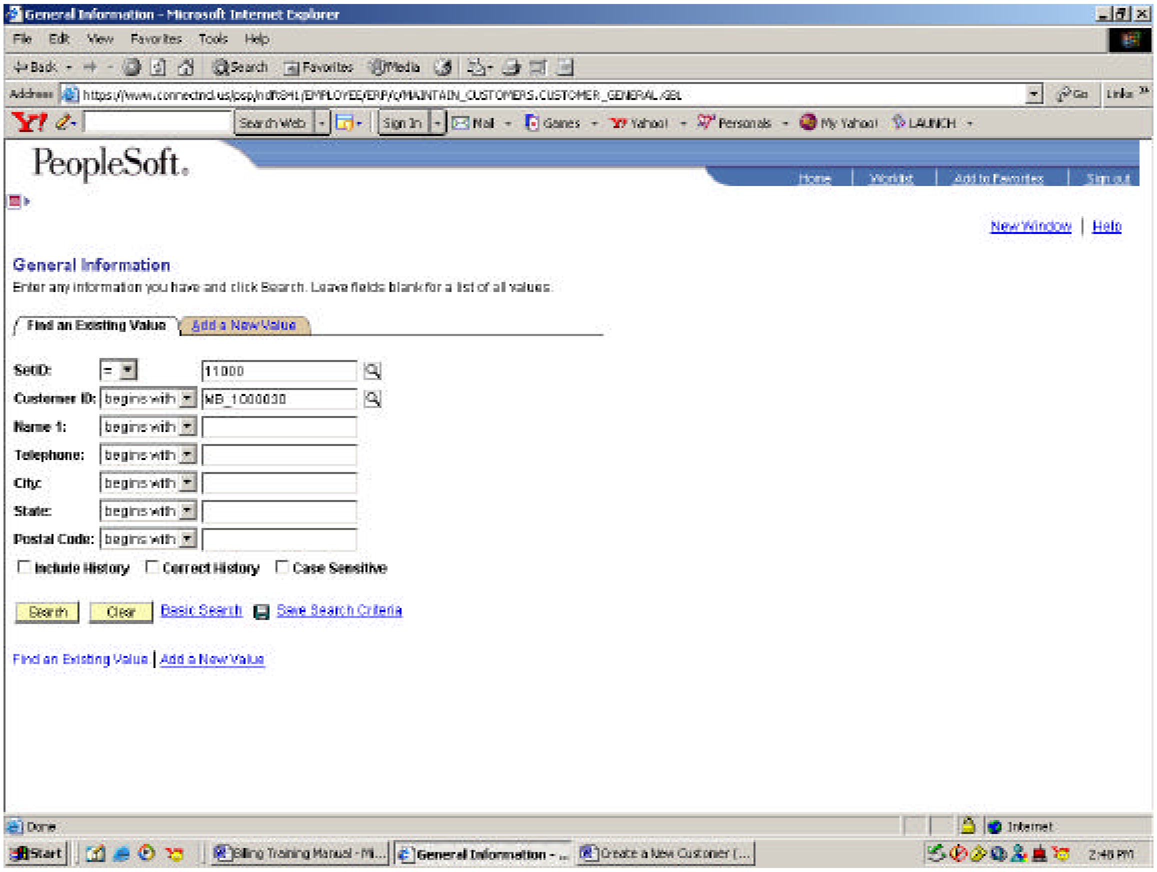
- Click Customer Information Update hyperlink to view customer information for the customer that was just created. (If you check the box) You will be navigated to the 'Customer General Info' page.

- Update Customer / Contact Information as necessary.

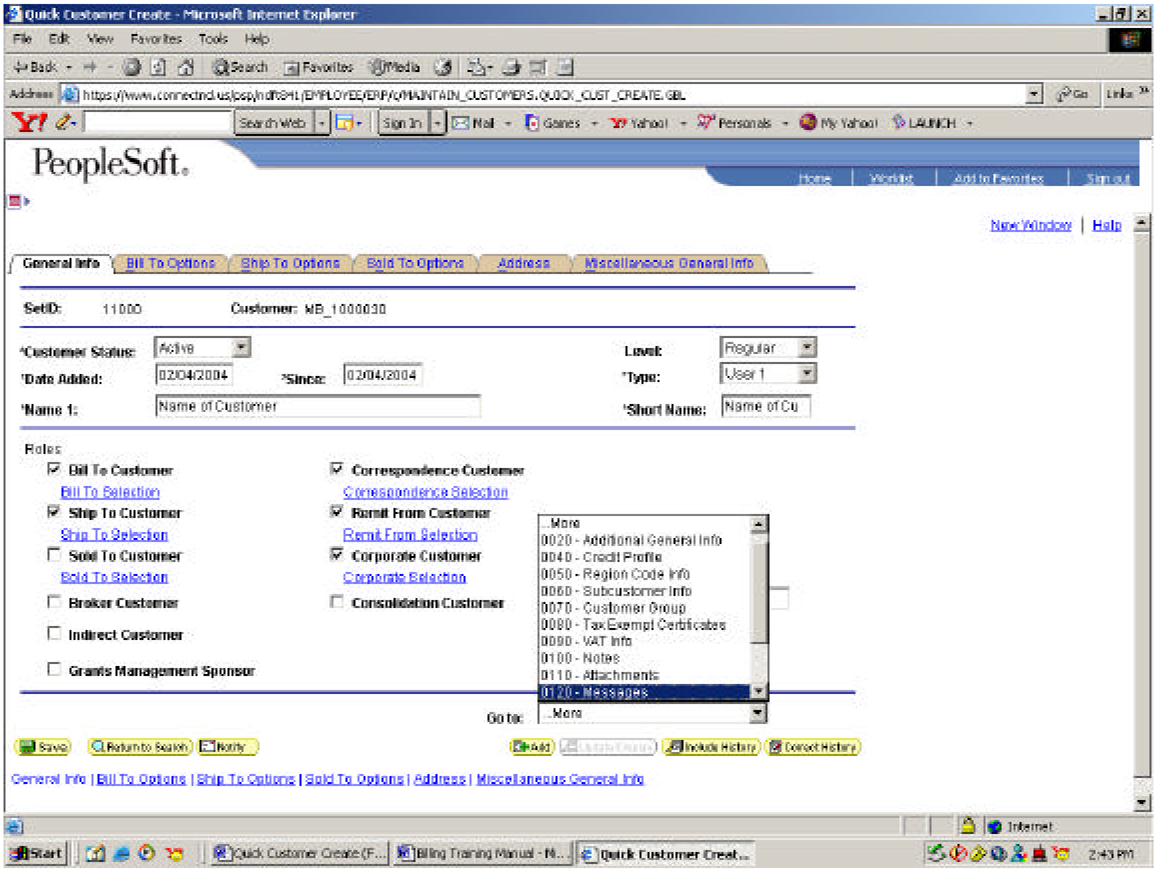


Setting Up Customers for Refunds

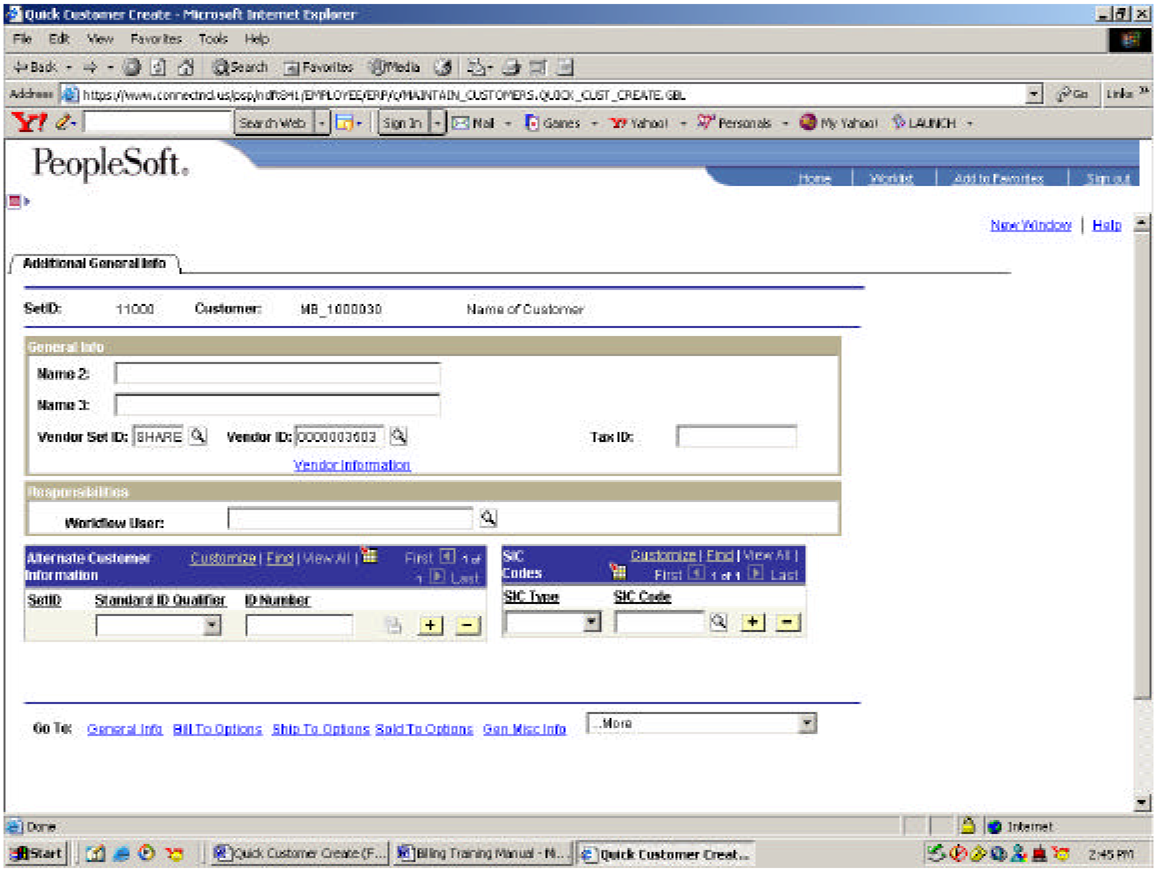
Customers > Customer Information > General Information



- Enter the appropriate Business Unit is SetID.
- Enter the appropriate Customer ID.
- Click Search.



- Select the 'Additional General Options' from the drop down list on the 'General Info' page.



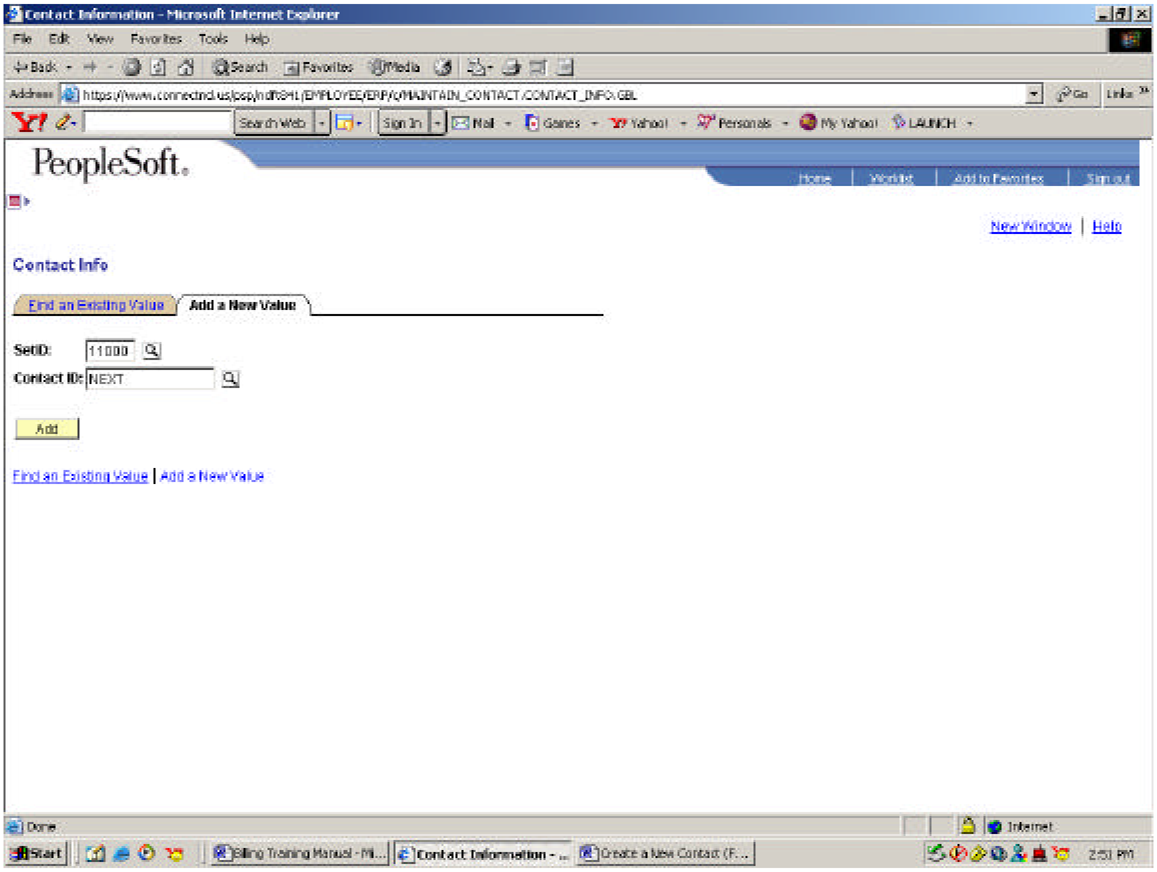
- Enter the appropriate Vendor information:
  - SetID: SHARE
  - Vendor ID: Enter Vendor Information tied to this customer that will be used for refund processing.

Note: You can only tie one vendor to one customer.

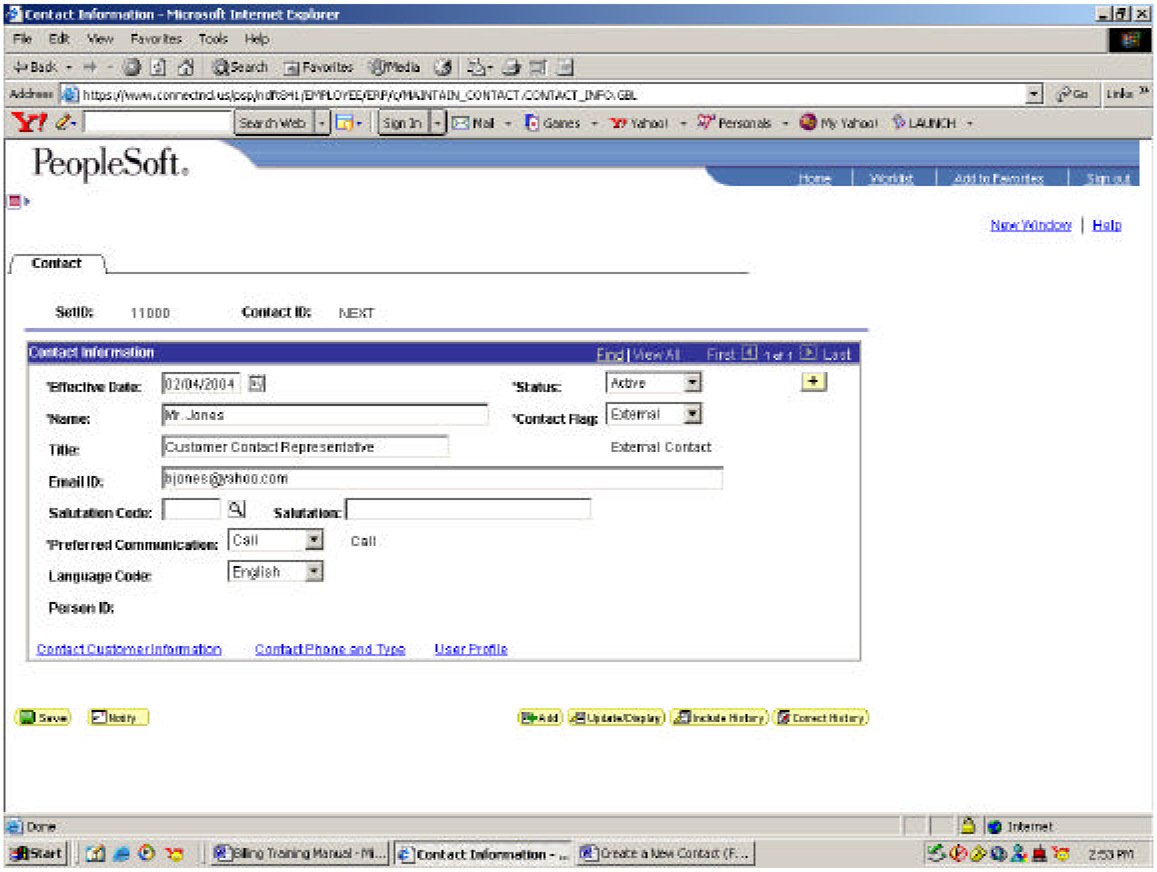
- Click Save

Creating Customer Contacts

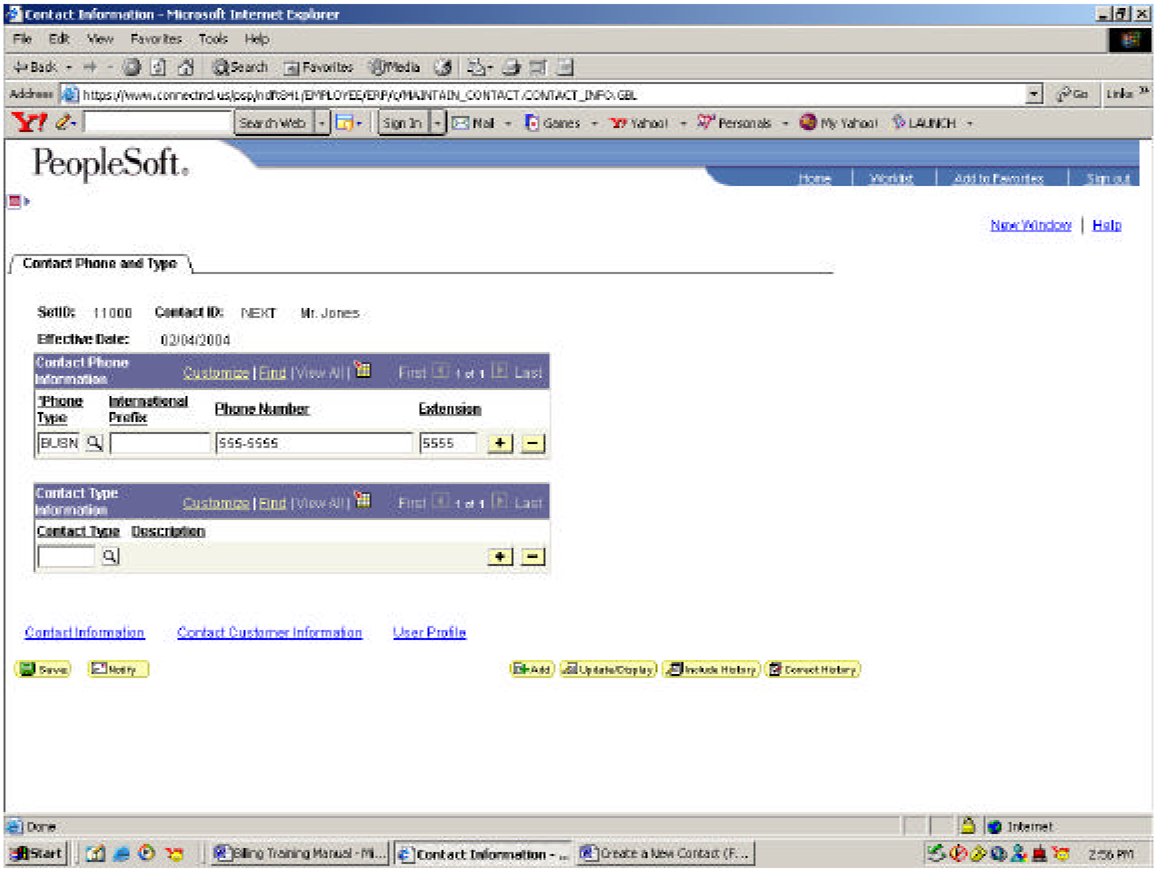
Customers > Contact Information > Add a New Value



- Contacts are defined using Business Unit as the Setid. To see a list of value values, click .
- If you are adding a new contact, you may enter this code manually or use the Automatic Numbering page to have the system automatically assign the next sequential Contact ID.
- Click Add.



- Complete the ‘Contact Info’ page for the new Contact.
- Name.
- Title (Optional).
- Email ID (Optional).
- Click the Contact Phone and Type hyperlink to enter Phone numbers for this contact person.

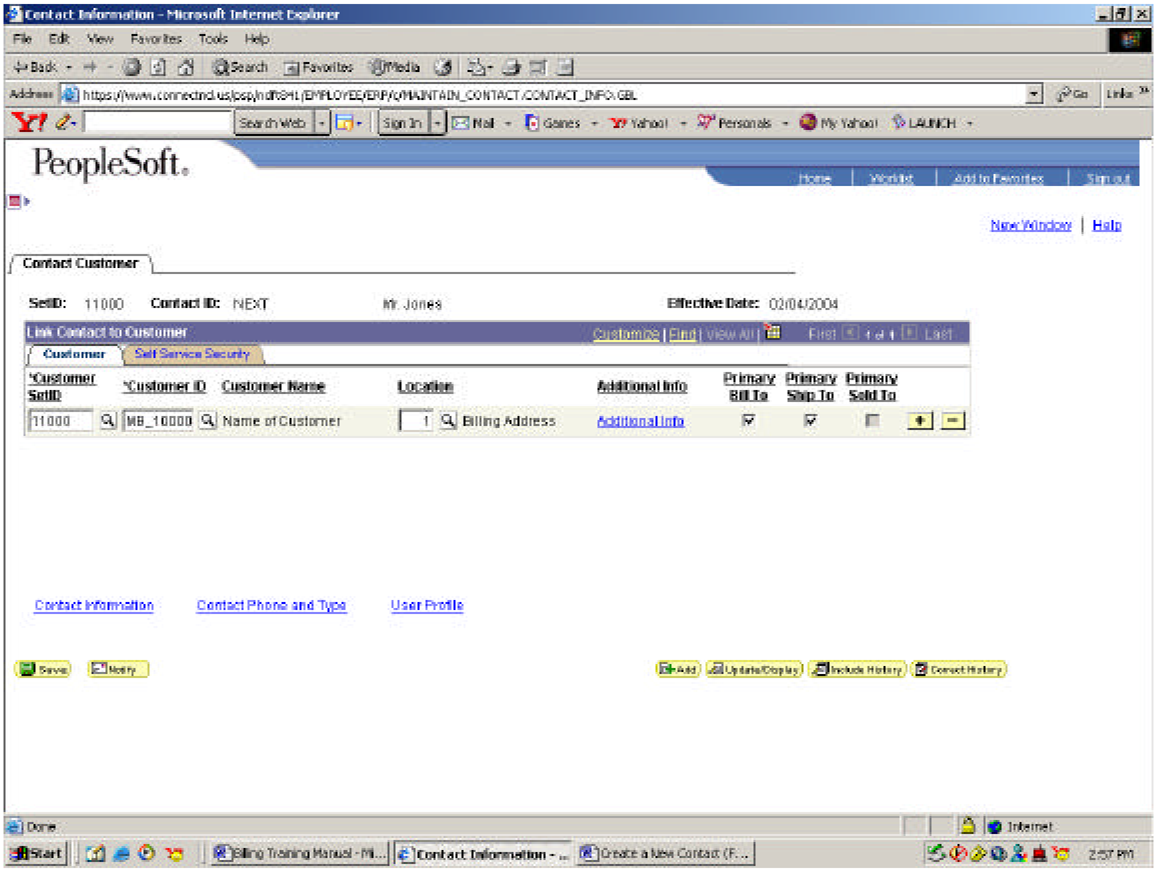


- Phone Type: To see a list of value values, click .

- Phone Number.

Note: You can add multiple phone numbers for the contact on this page.

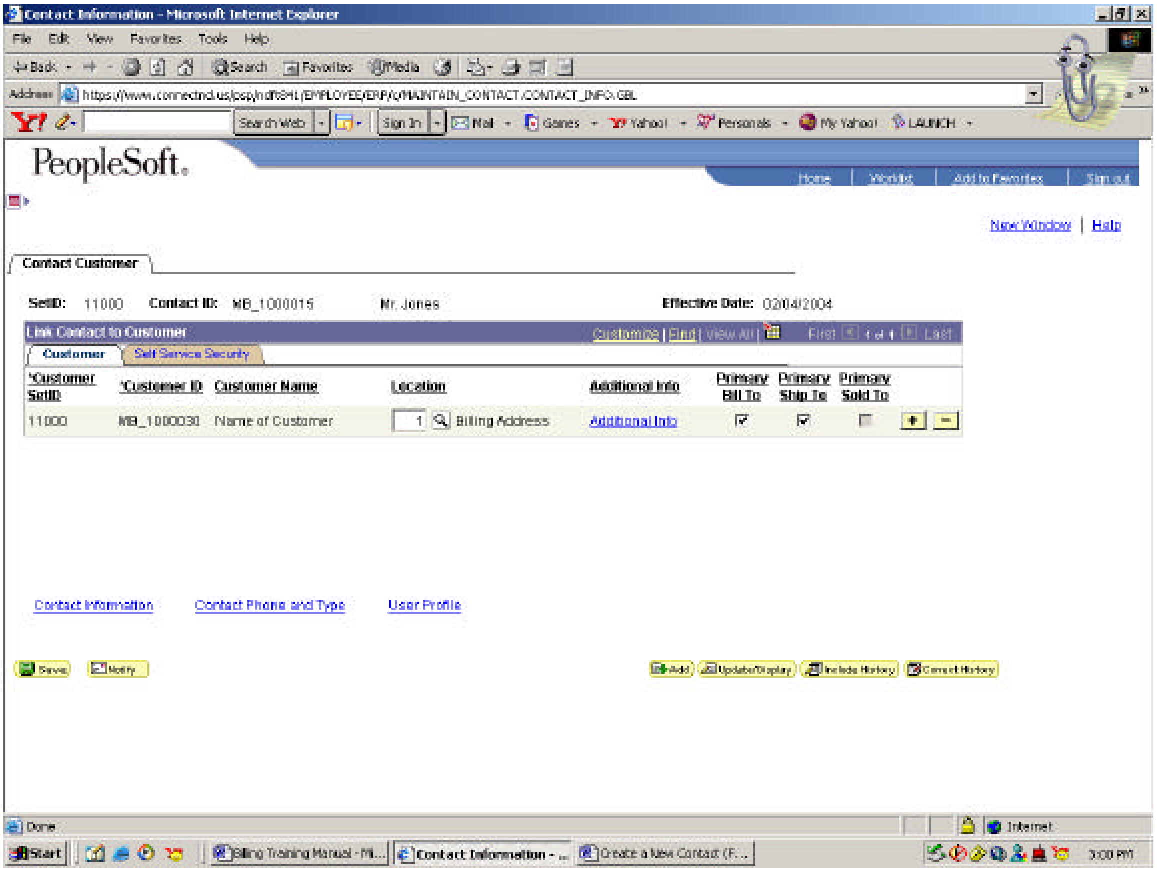
- Click the Contact Customer Information hyperlink to link this contact person to a customer.



- Customer SetID: Select the appropriate Business Unit. To see a list of value values, click .
- Customer ID: Select the appropriate Customer ID. To see a list of value values, click .
- Location: Select the appropriate Location for this Customer. The Location is based on customer address. To see a list of value values, click .

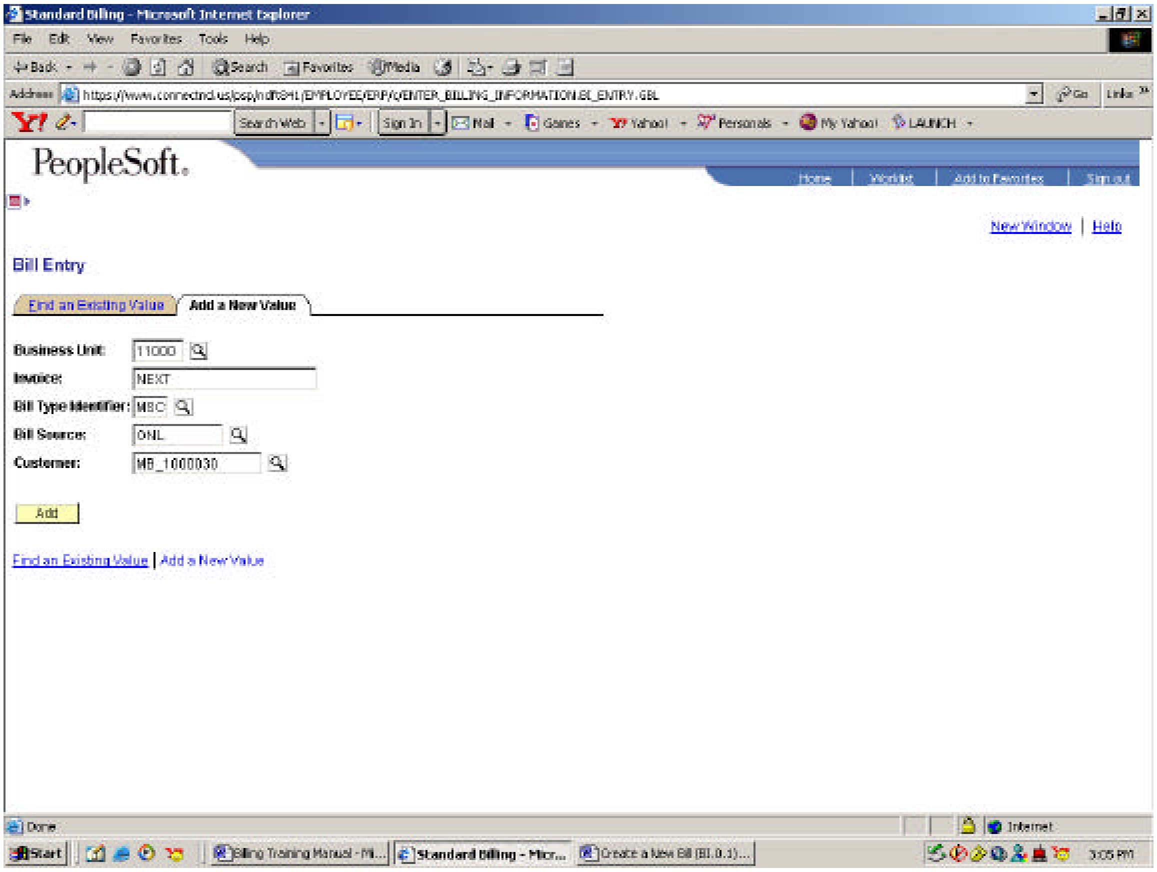
Note: You can add multiple Customers to a Contact through this page.

- Click Save

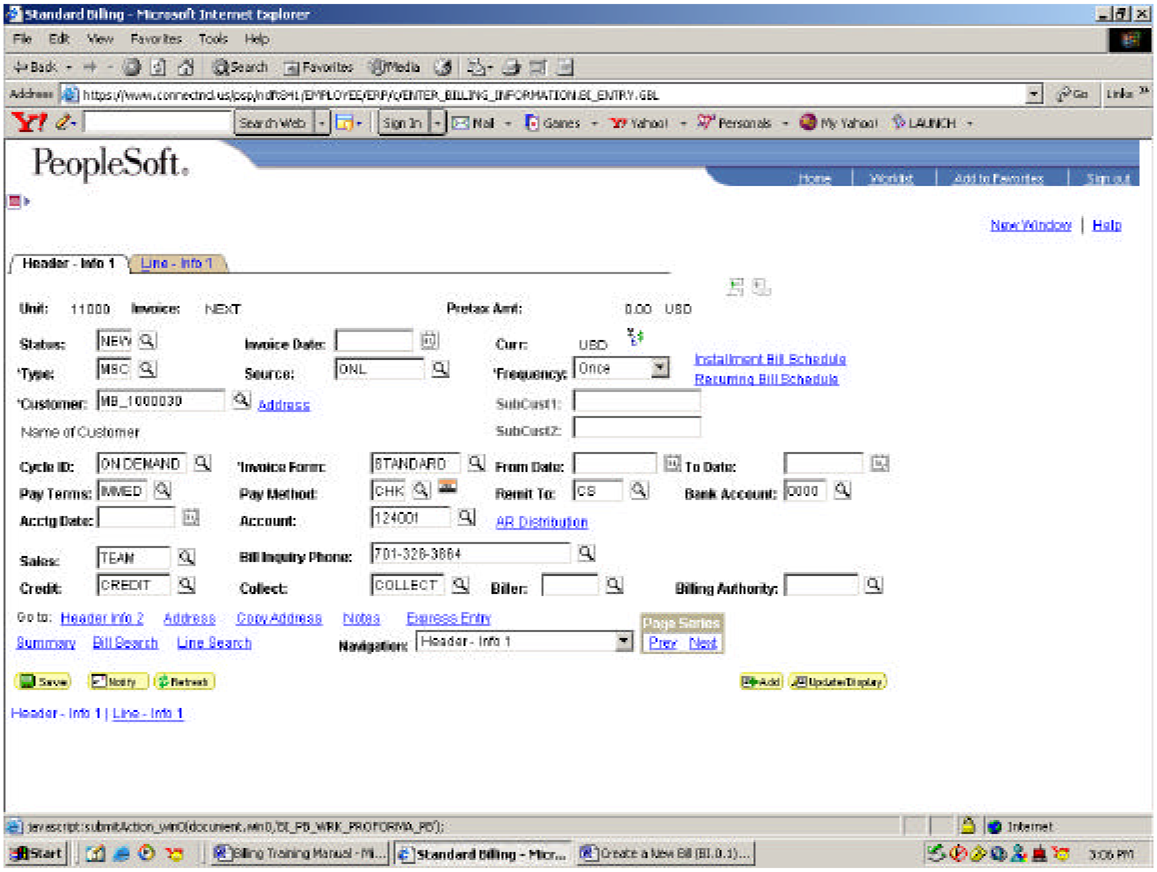


Creating Bills

Billing > Maintain Bills > Standard Billing > Add a New Value



- Enter the appropriate Business Unit. To see a list of value values, click .
- Enter the appropriate Invoice, or leave 'NEXT' for auto-numbering by the system.
- Enter the appropriate Bill Type. To see a list of value values, click .
- Enter the appropriate Bill Source. To see a list of value values, click .
- Enter the appropriate Customer. To see a list of value values, click .
- Click Add



- Note: Most of the Information on this page will default from either the Business Unit Options, Bill Type Options, Bill Source Options or Customer setup. However you can change any information that is needed from the default to a new value. To see a list of value values, click .

- Status should remain 'New' until the bill is ready to be invoiced. At that time, the status is changed to 'RDY'.

- Invoice Date: Select the date you want to appear on the bill. If you specify a value that falls within an accounting period currently closed in PeopleSoft General Ledger, the system issues a warning. If blank, the system will use the date in which the bill was finalized through processing.

- Accounting Date: Date used for GL purposes. If blank, the system will use the date in which the bill was finalized through processing.

- Bill Type: Represents the category of the product or service being billed.

- Bill Cycle: Associates a billing cycle (monthly, on-demand, quarterly, etc.) with a bill.

- Bill Source: Indicates where the billing activity came from, such as online input.

- **Pay Terms: The agreement with your customer defining how and when you expect to be paid. To see a list of value values, click .**

- Pay Method: The type of payment to be made: cash, credit card, check, etc.

- Frequency: Once. Frequency indicates how often an event, such as invoicing, occurs. Should remain 'once' unless this is a Recurring Bill.

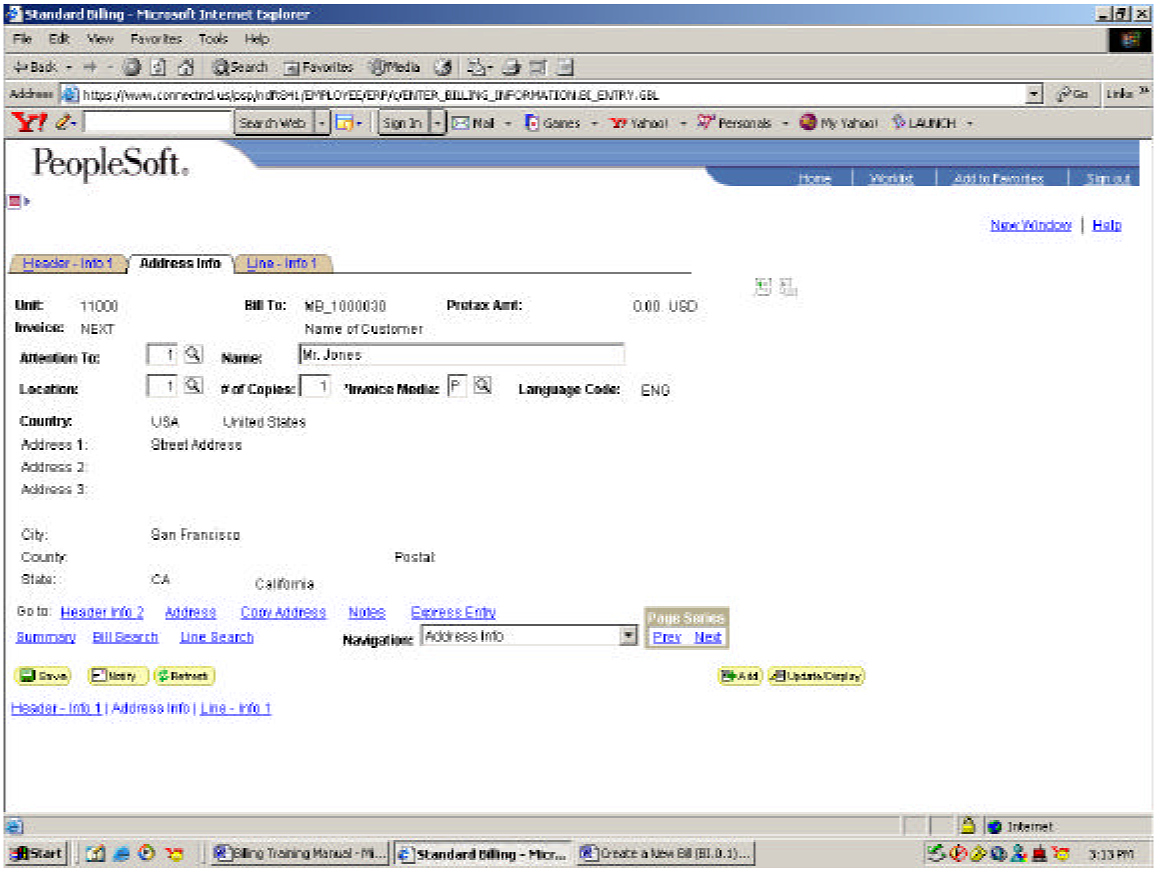
- Invoice Form: The invoice format to be used for this invoice. Use STANDARD.

- **Remit To / Bank Account: Determines Bank to which your customer will remit payment. To see a list of value values, click .**

- Account: Represents the default AR account from the AR distribution code. Click on the 'AR Distribution hyperlink' to update Chartfields defaults.

- Bill Inquiry Phone: The number your customers may call if they have questions about their bill.

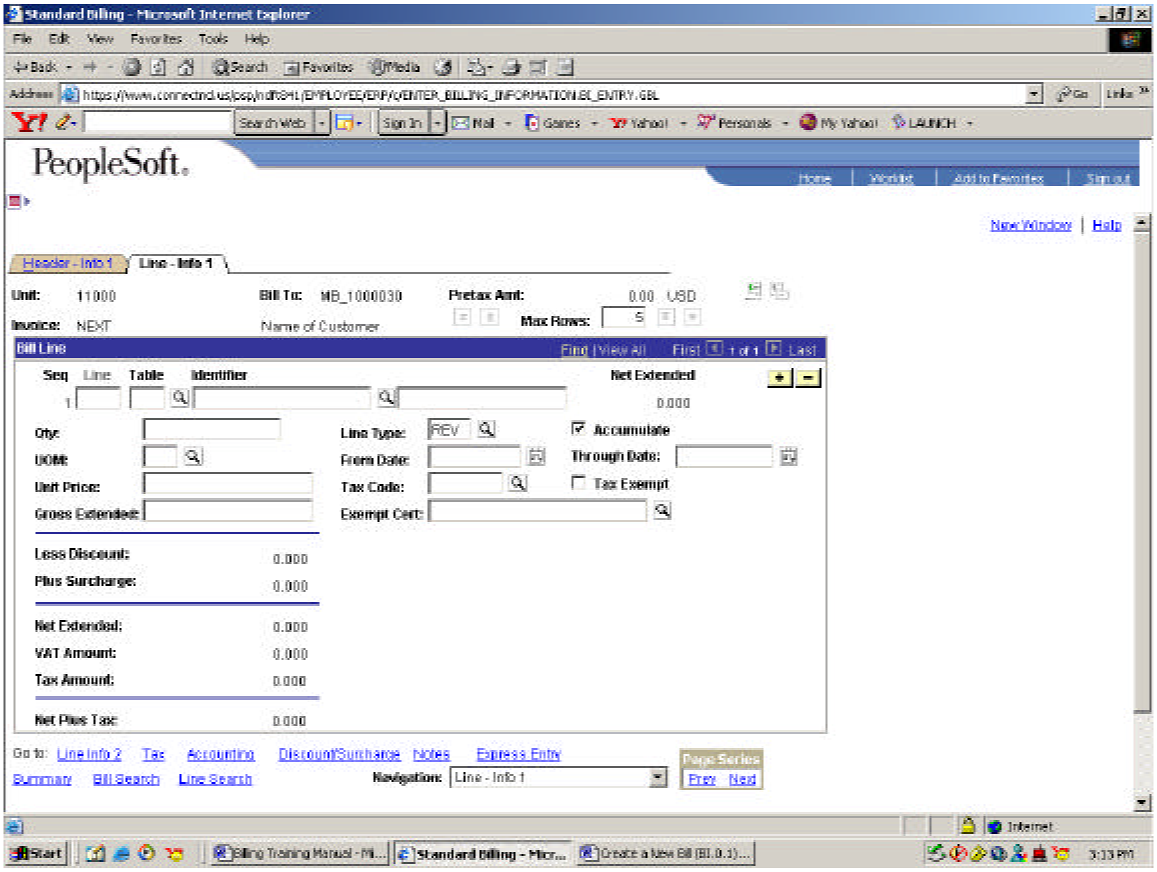
- Click on the Address hyperlink next to the Customer ID.



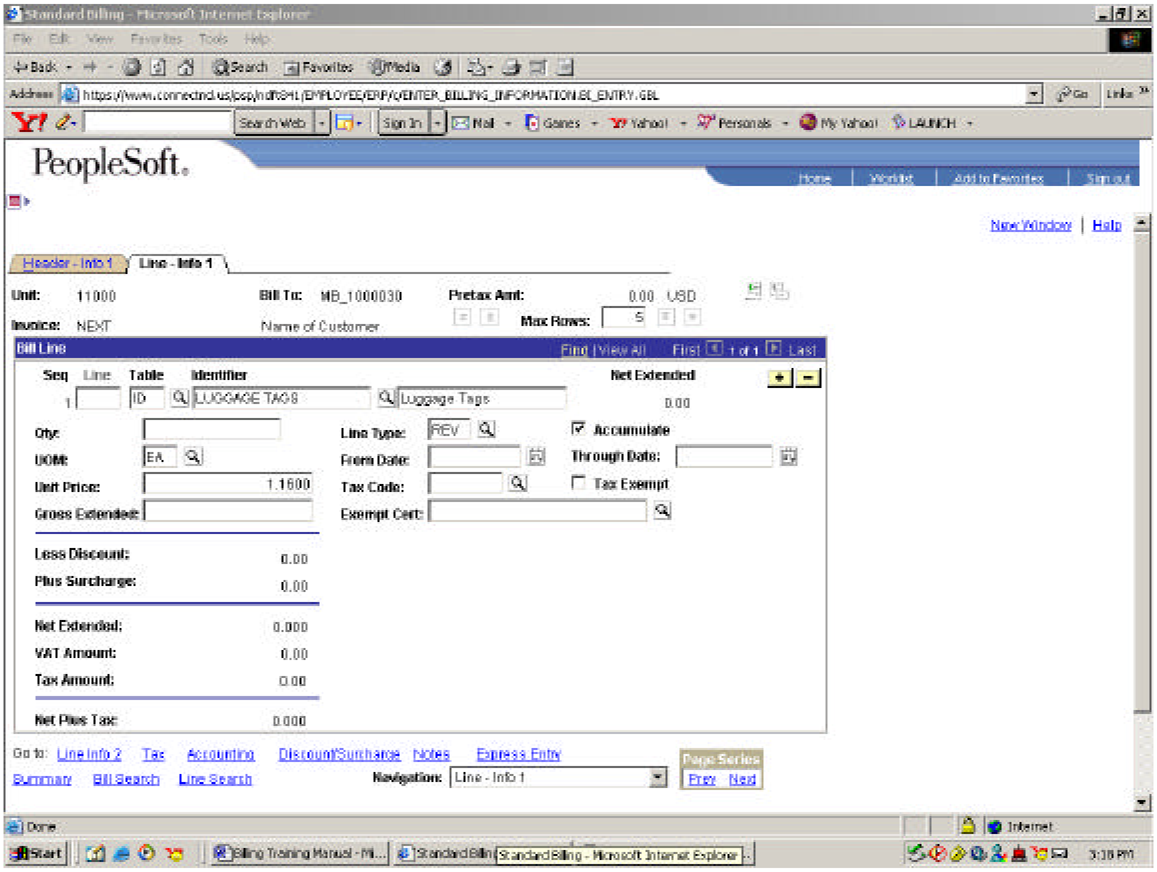
Note: The Contact person tied to this customer defaults in the Attention To field. To pick another contact person tied to this customer – if customer has multiple contacts setup, click to see a list of valid values.

The Location address defaults to the 'primary' bill to address defined for the Customer during Customer setup. To pick another address tied to this customer – if customer has multiple bill to addresses setup, click to see a list of valid values.

- Click on the Line – Info 1 tab.

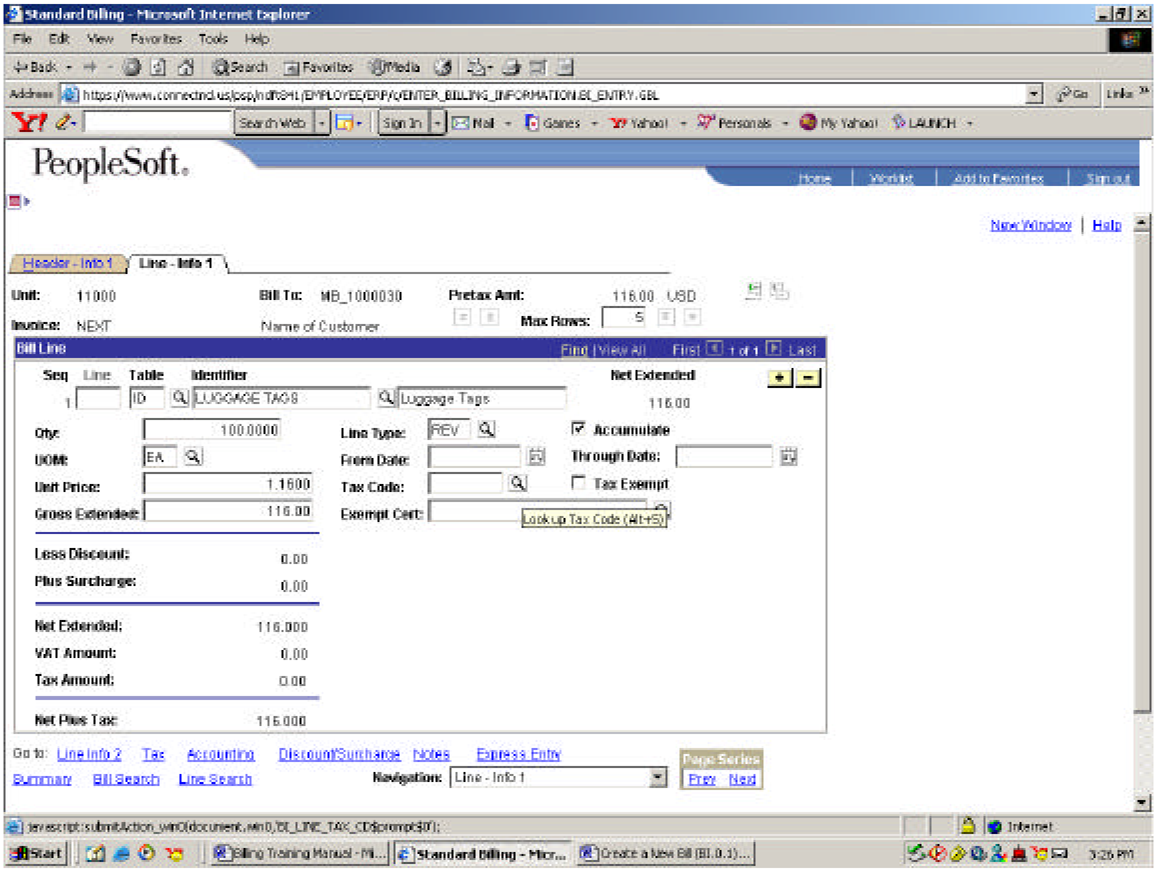


- If Billing Charge Codes are setup for your Business Unit:
  - o Click the Table for each bill line item and select ID.
  - o Click the Identifier to pick a valid charge code.



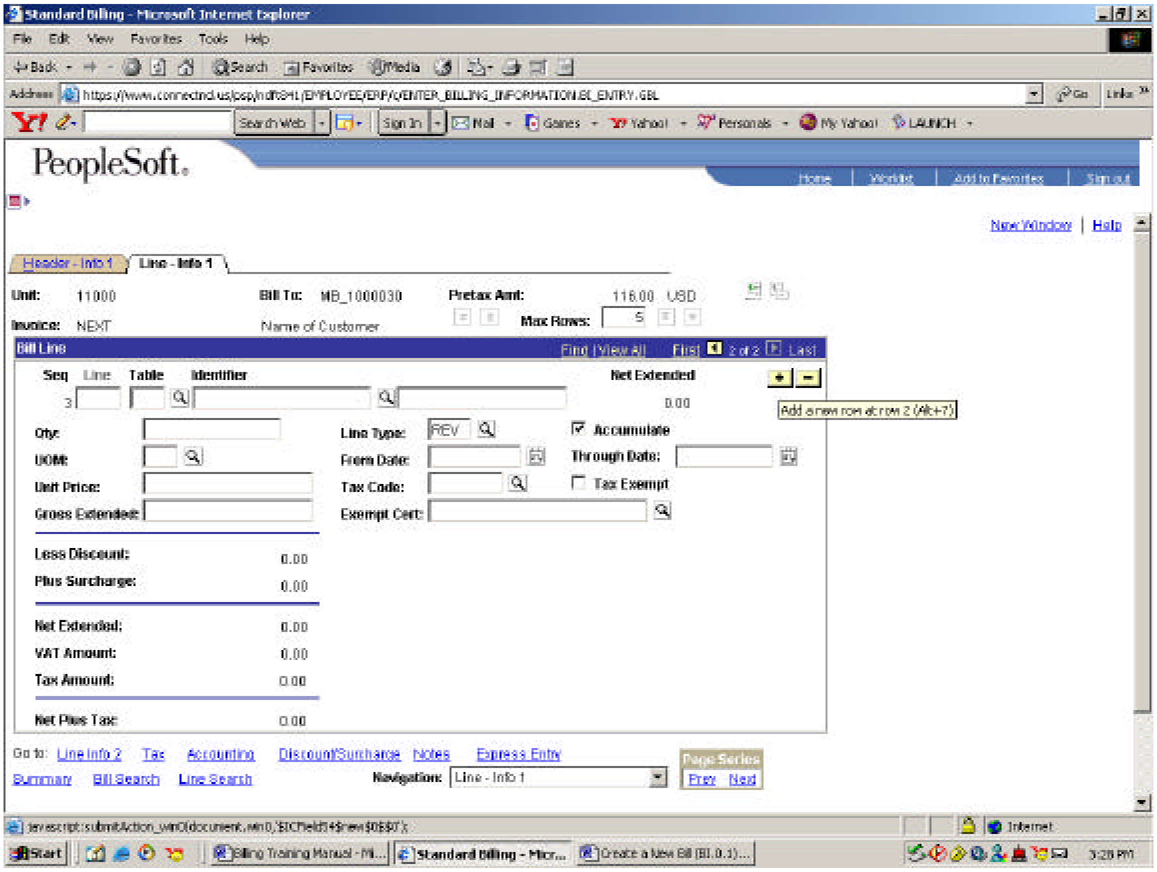
Note: Revenue Distribution, Unit Price and Unit of Measure (UOM) default from the Charge Code setup. You can update these fields as needed.

- Enter the appropriate Quantity and make sure that the Gross Extended amount populates.
- You can instead of defining quantity and price per unit, just populate the Gross Extended amount with the Billable Amount.

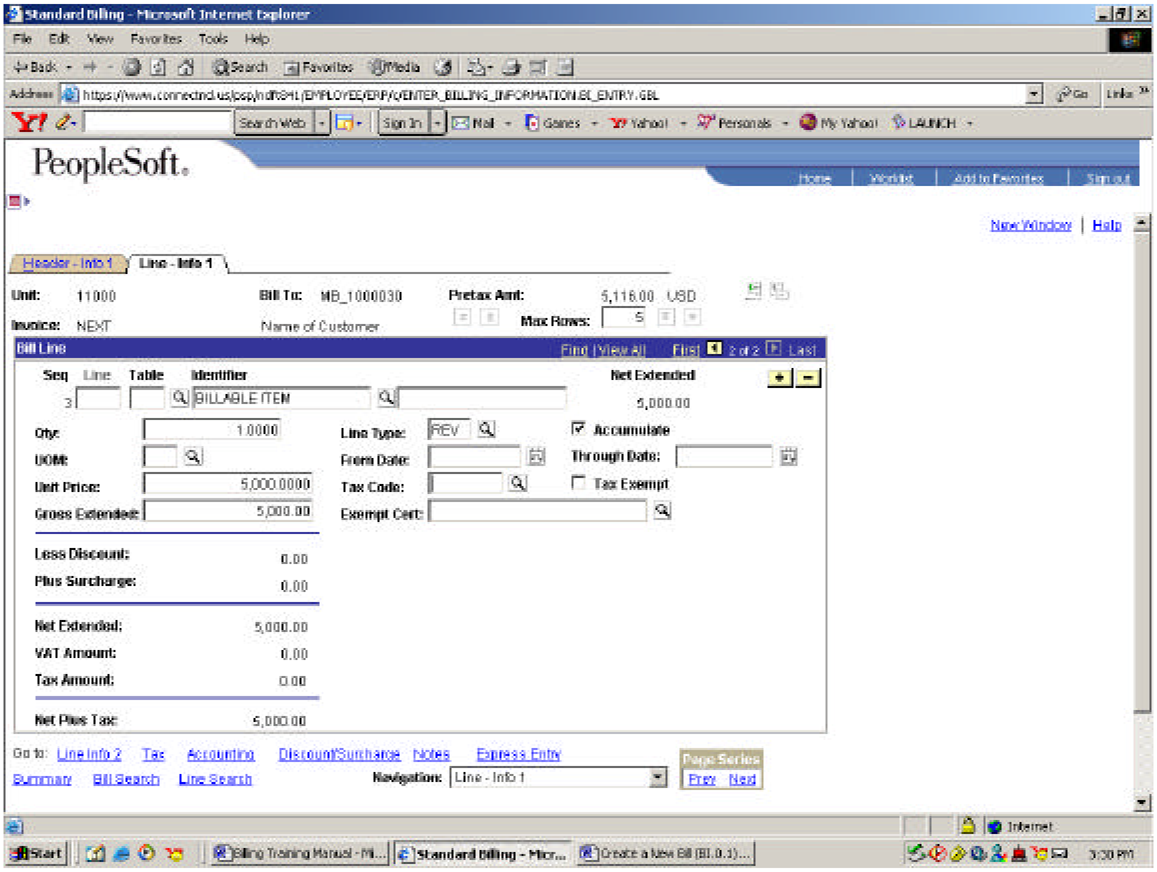


Note: You can enter as many lines as necessary for this customer. Add lines by clicking the add icon. Delete rows by clicking the minus icon. + −

- Add another Bill line by clicking the add icon +.

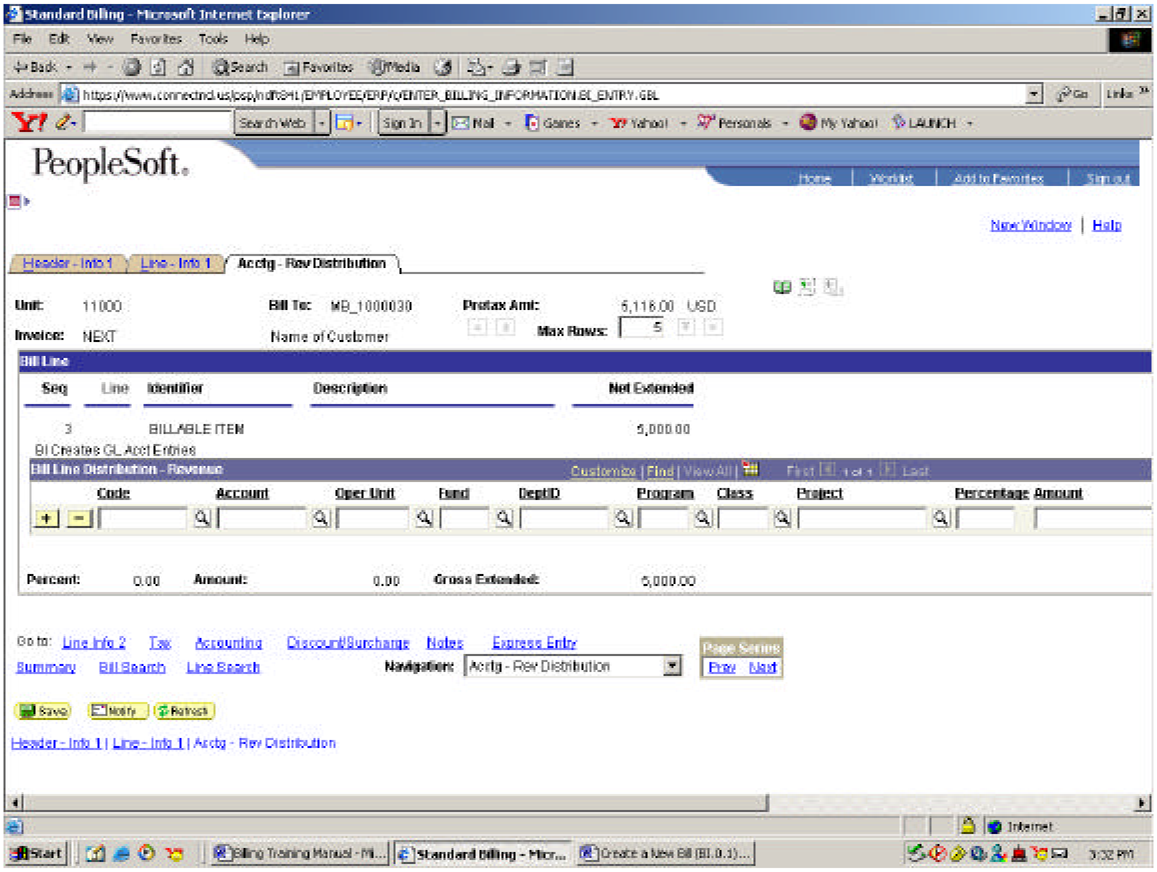


- If your Business Unit does not have predefined Charge Codes setup, you can type in a billable item in the identifier field and the price in the Gross Extended field.



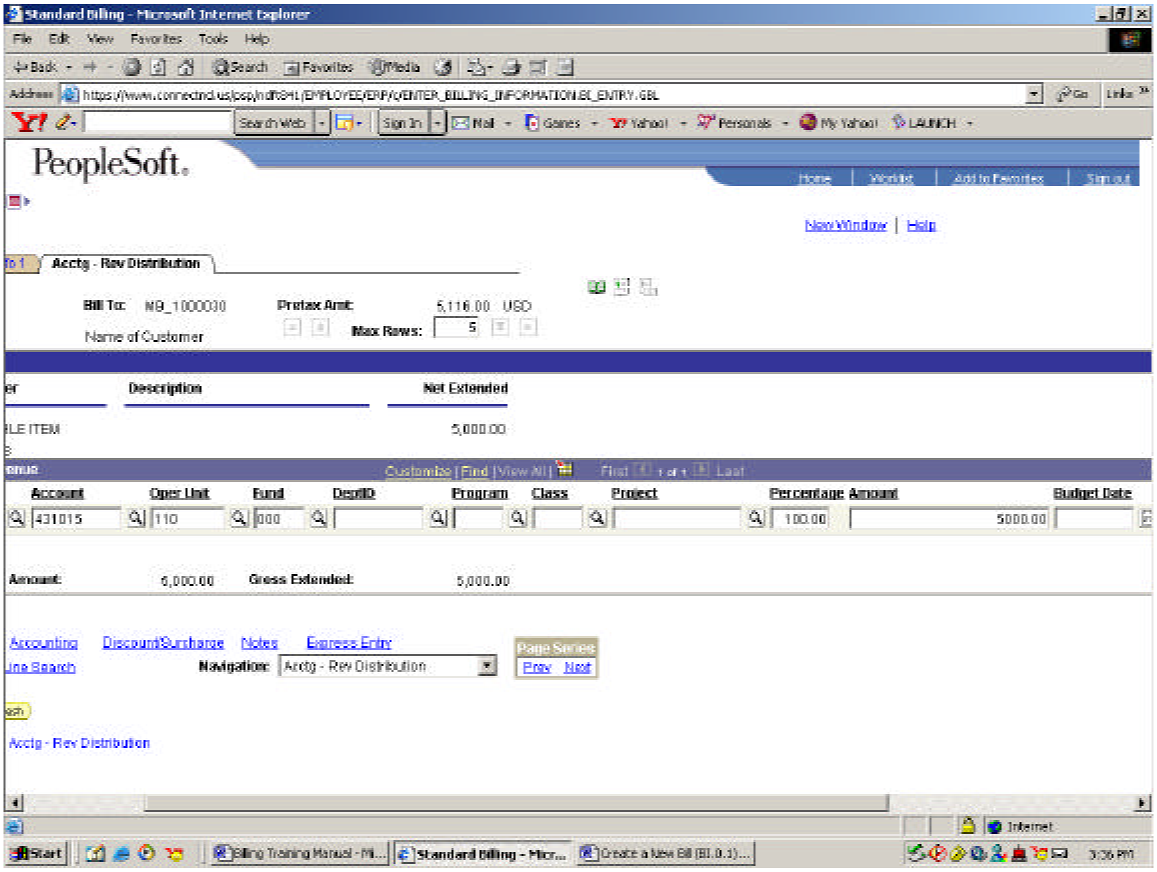
Note: If an identifier was typed you must enter valid Revenue Chartfield combinations (Account, DeptID, Fund, etc.) on the 'Acctg-Rev Distribution' page.

- Click the Accounting hyperlink.

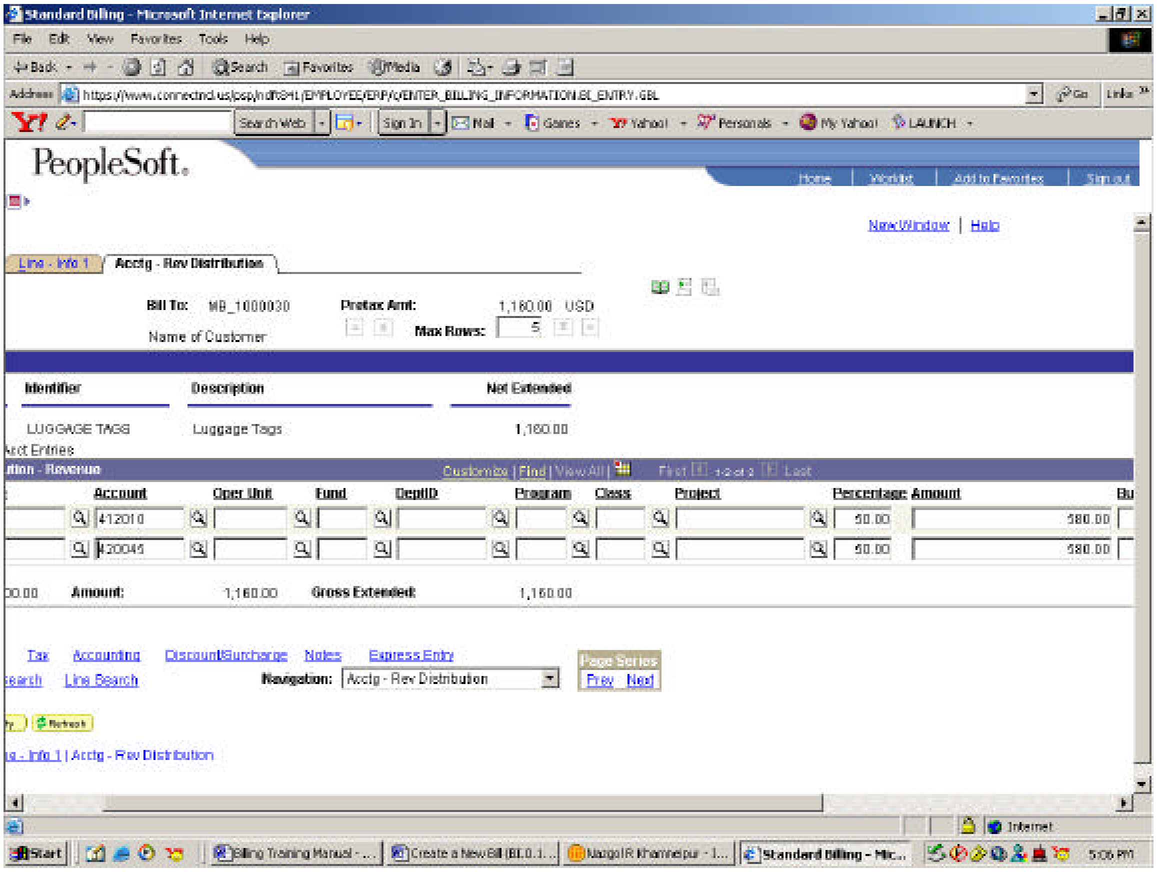


Note: Each billable line must have the Revenue distribution defined. Please make sure the page is populated for every bill line. You can add multiple lines distributing the total amount to different Chartfield combinations. However, the total must be equal to the Gross Extended on the 'Line Info 1' page. Make sure that if you have multiple lines on the bill, the Revenue information and distribution is being applied to the appropriate bill line. In addition, each bill line Revenue distribution can have only ONE Fund. Different bill lines can have different funds.

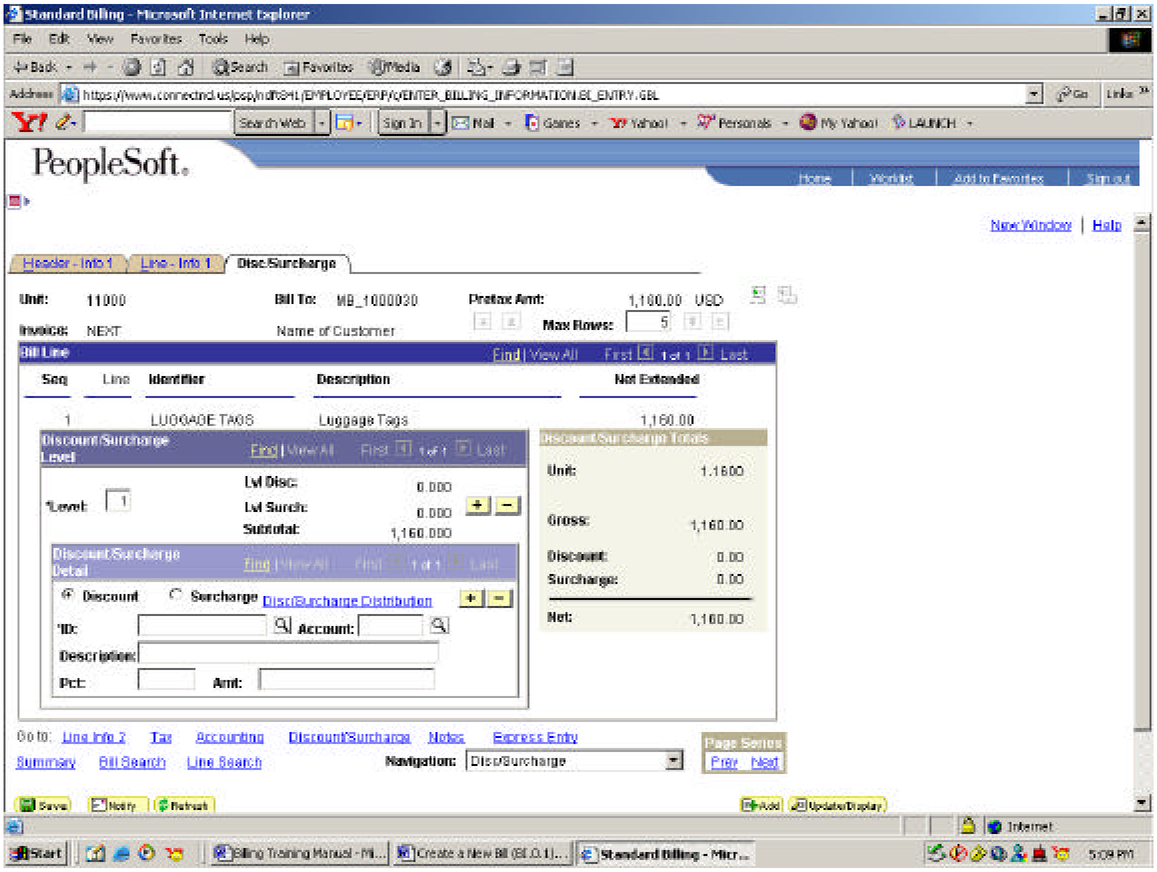
- You can pick from the distribution codes setup for your business unit, or enter the information in the appropriate fields. To see a list of value values, click .



- If a bill line has multiple revenue distribution lines, click the add icon to add a new row and populate with appropriate chartfield information. (Optional)



- Click the Discount / Surcharge hyperlink to add discount or surcharge (tax) information by bill line. (Optional)



- Enter Level Information. Start at 1 and auto sequence if you add additional lines.

- Either select a valid discount / surcharge ID from the list, or type in a discount for the Identifier being billed. To see a list of value values, click .

- Enter Description, Pct or Amount (of the discount).

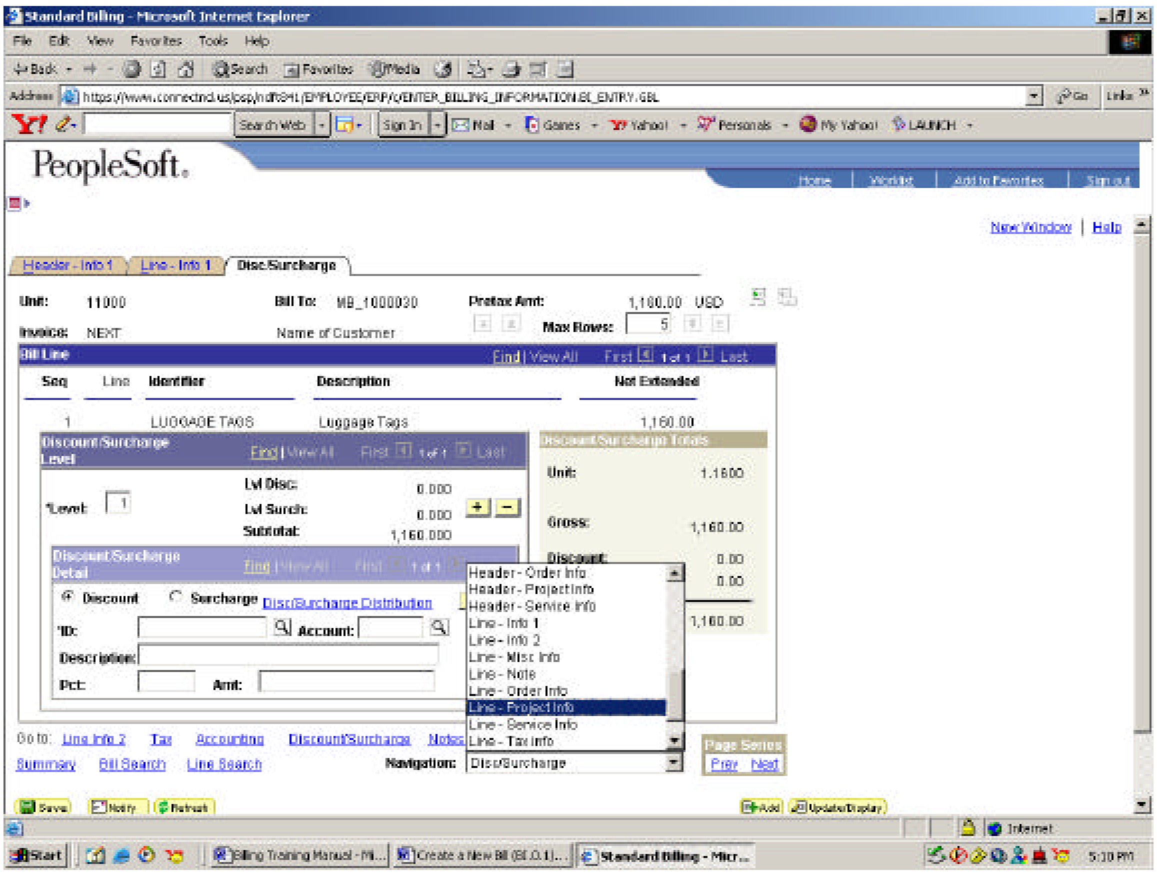
- Click the Disc/Surcharge Distribution hyperlink to enter Accounting distribution Information.

- If a discount/surcharge ID was selected from the drop down list, the Discount/Surcharge distribution code (default Chartfields) will be populated in the Account field.

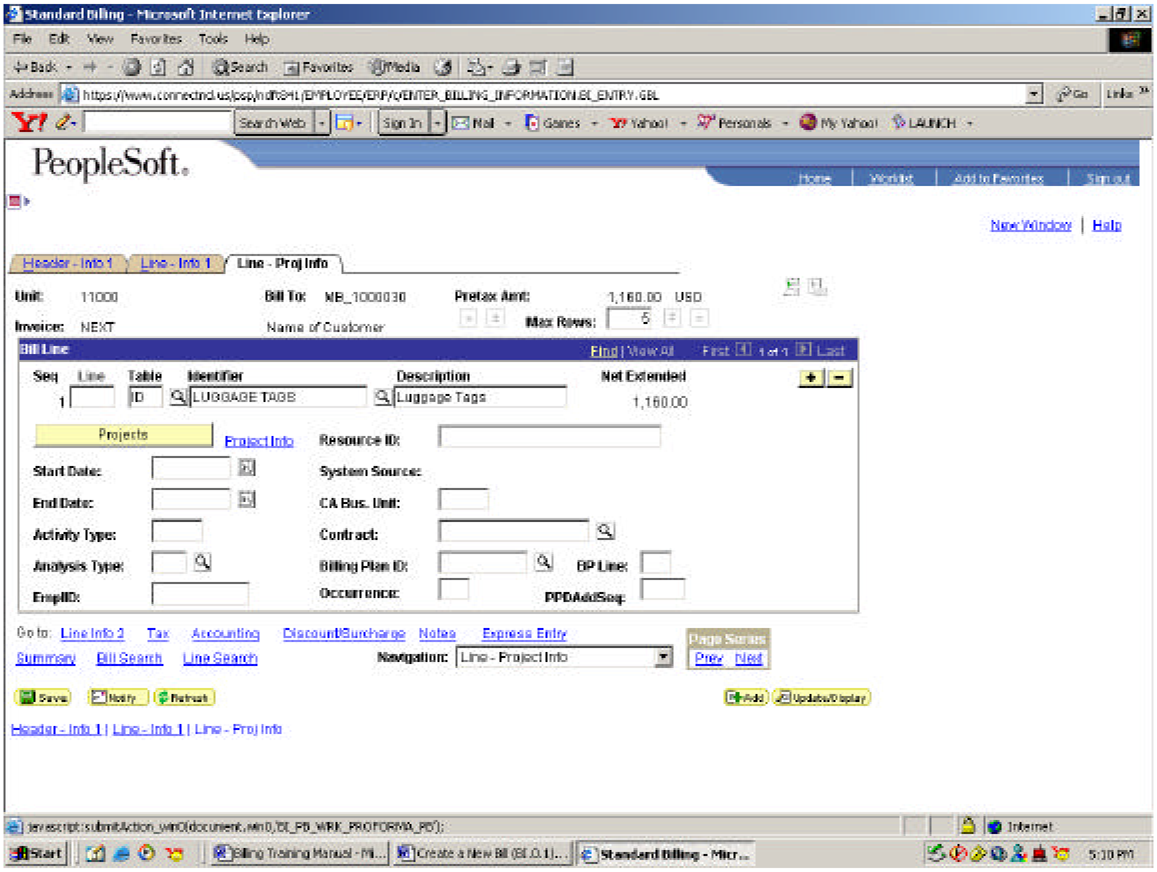
- However, if a discount/surcharge was typed you must enter valid Discount/Surcharge Chartfield combinations (Account, DeptID, Fund, etc.) on the Disc/Surcharge Distribution hyperlink page. You can pick from the distribution codes setup, or enter the information in the appropriate fields. To see a list of value values, click .

Note: Make sure that if you have multiple lines on the bill, the discount/surcharge is being applied to the appropriate bill line.

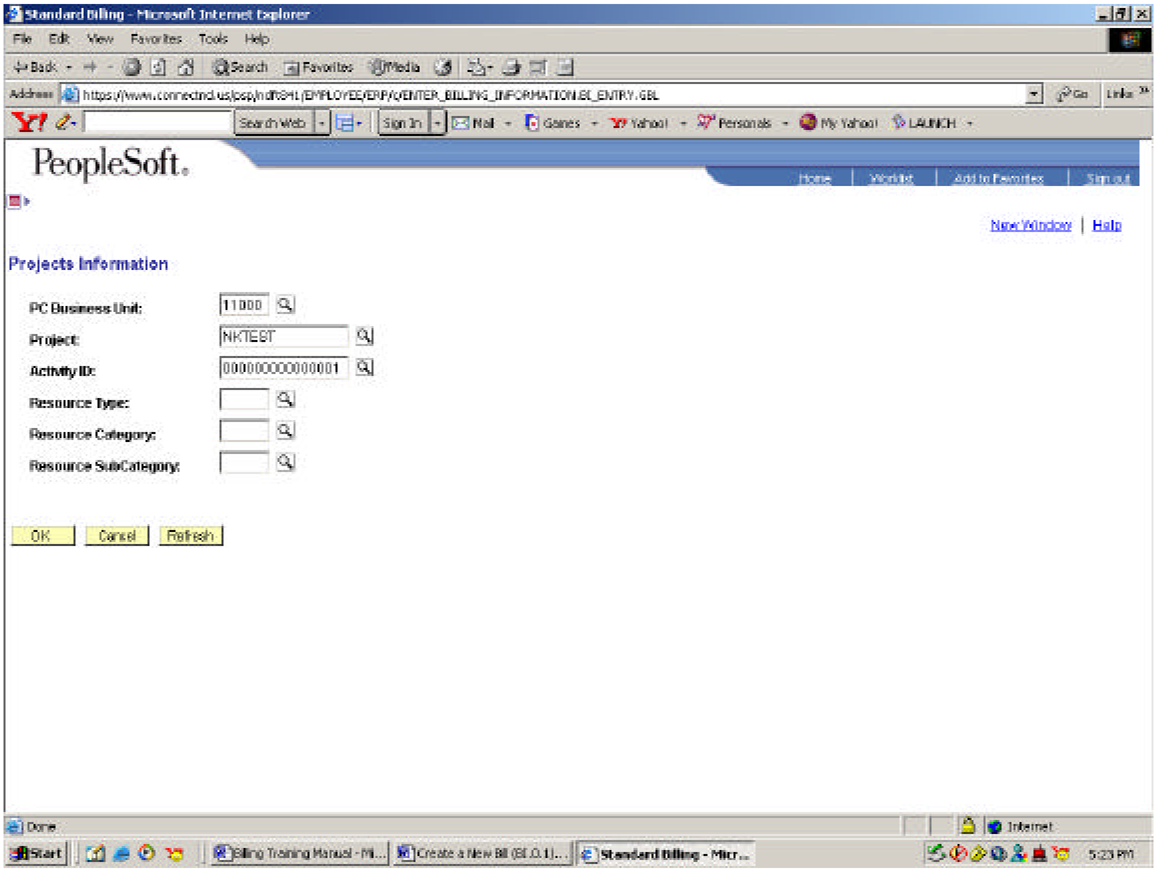
- Click down on the Navigation drop down list and choose Line– Project. (Optional).
- Populate this page if you want billing revenue to feed PeopleSoft Projects.



- Click on the Project button to populate PeopleSoft Projects Information. This information will be fed to PeopleSoft Accounts Receivable which will in turn feed ‘REV’ analysis types with the associated billing line revenue amount to the selected Project ID / Activity ID.



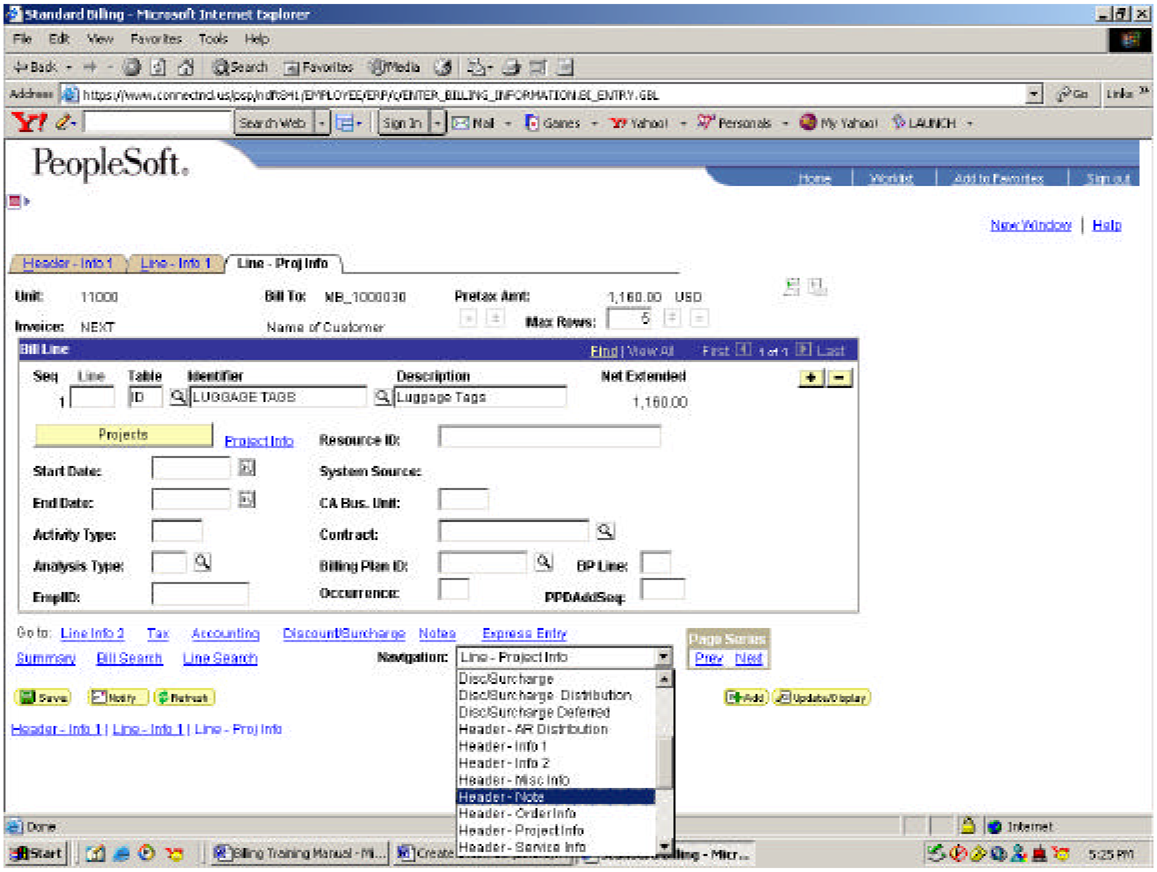
- Enter the appropriate Projects Business Unit.
- Enter the appropriate Project ID.
- Enter the appropriate Activity ID.
- Enter the appropriate Resource Type (Optional).
- Enter the appropriate Resource Category (Optional).
- Enter the appropriate Resource SubCategory (Optional).



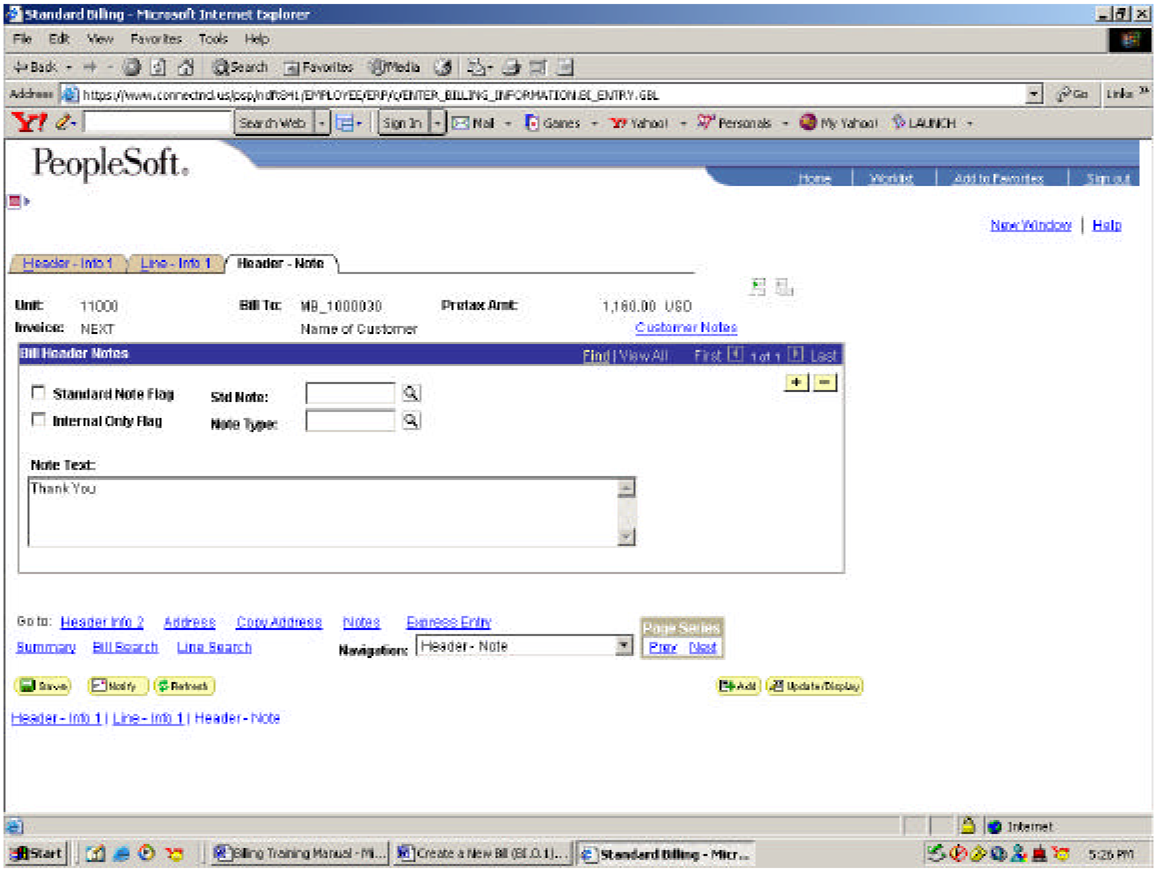
- Click OK.

- Click down on the Navigation drop down list and choose Header – Note. (Optional).

- Populate this page to have a header note printed on this specific invoice. Either type in the note in the Note Text field, or pick a predefined Std note from the list. . To see a list of value values, click .

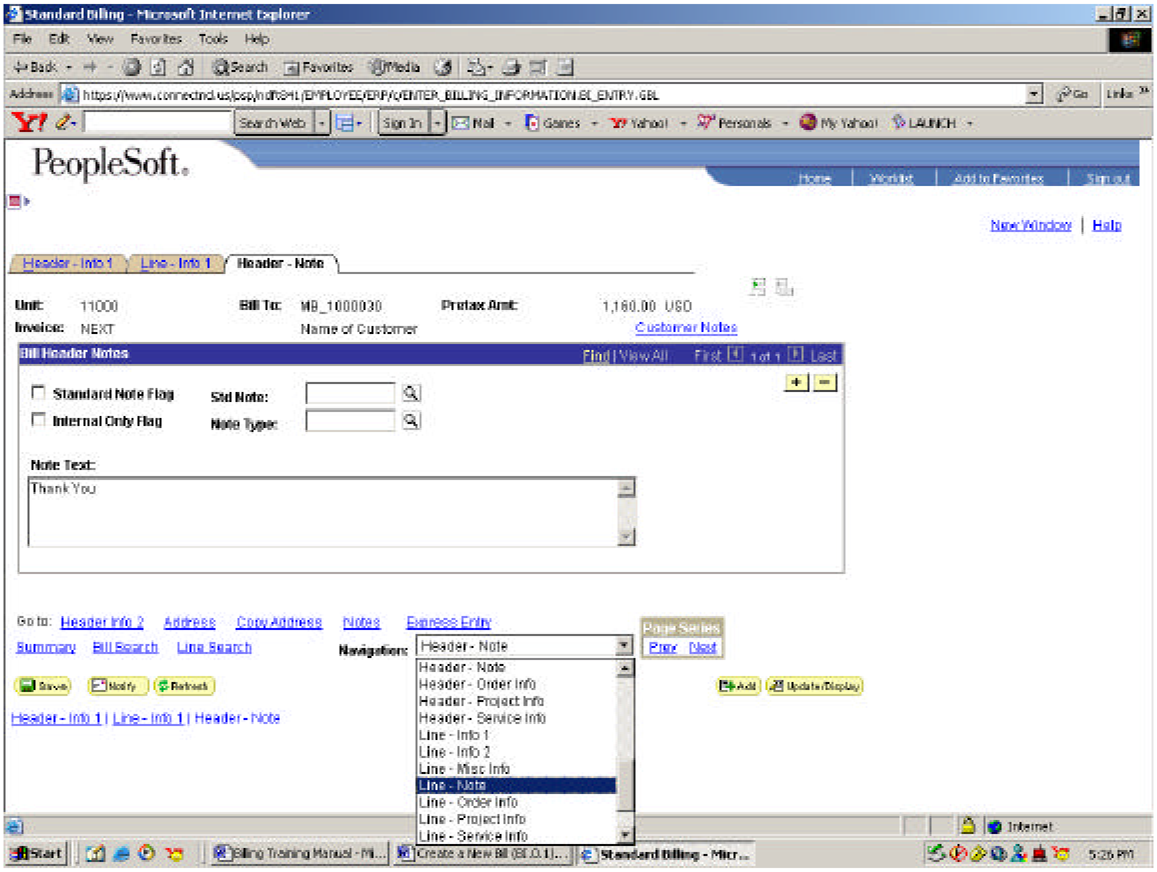


- Type in any relevant invoice notes in the Note Text box.

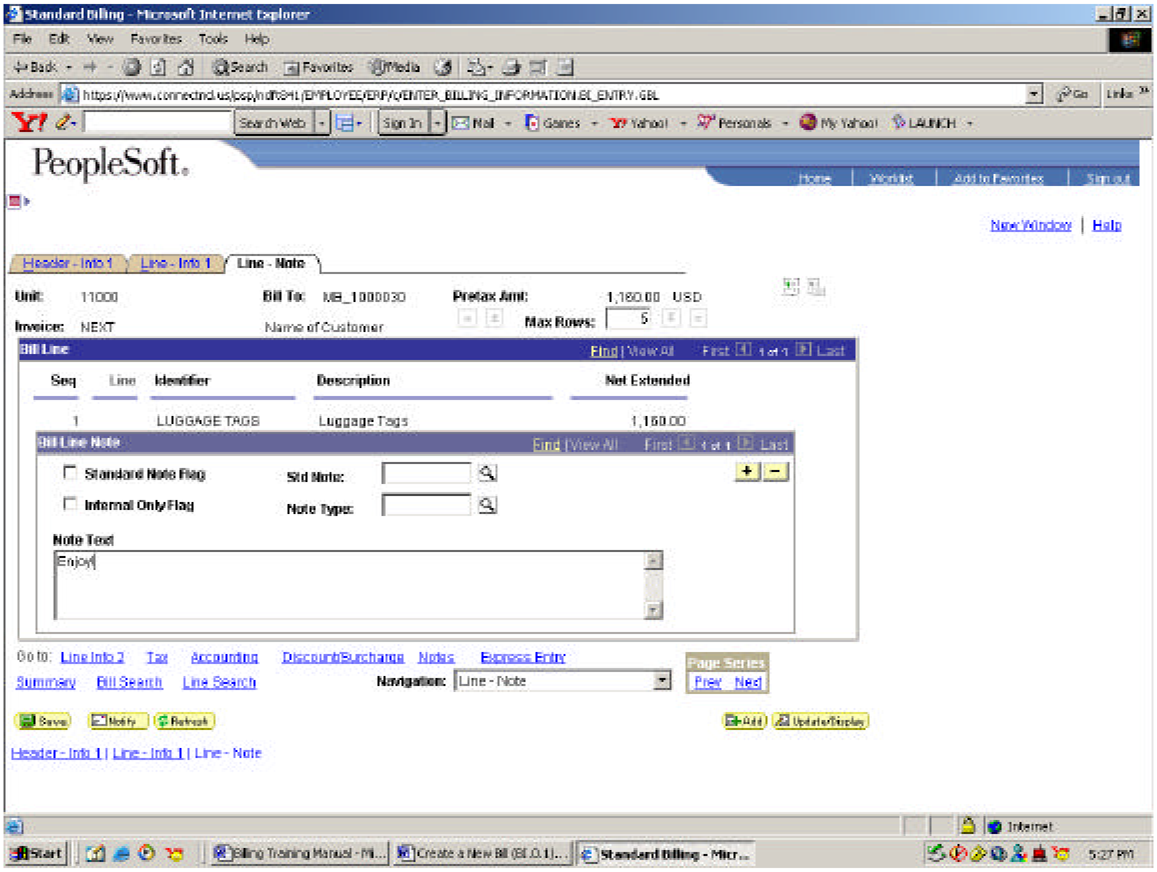


- Click down on the Navigation drop down list and choose Line– Note. (Optional).

- Populate this page to have a line note printed on this specific invoice. Either type in the note in the Note Text field, or pick a predefined Std note from the list. . To see a list of value values, click .

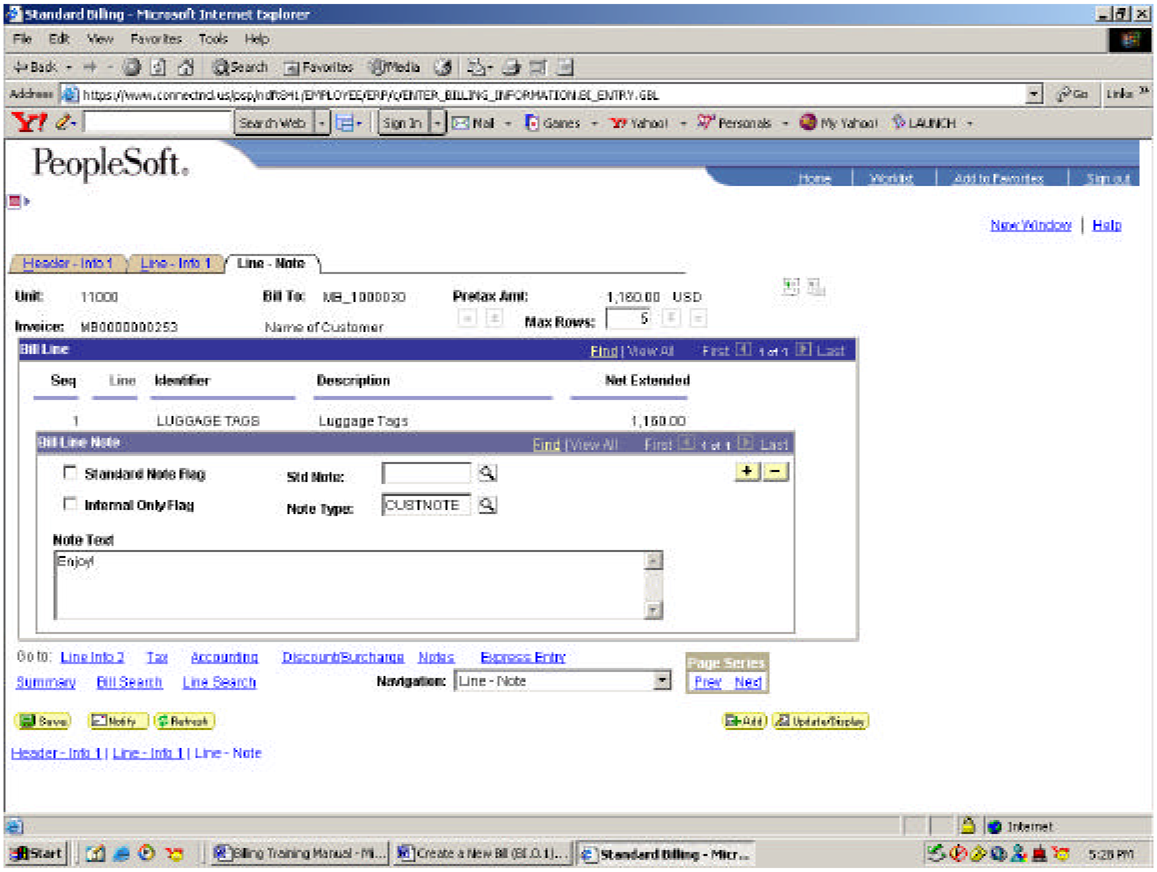


- Type in any relevant line notes in the Note Text box.

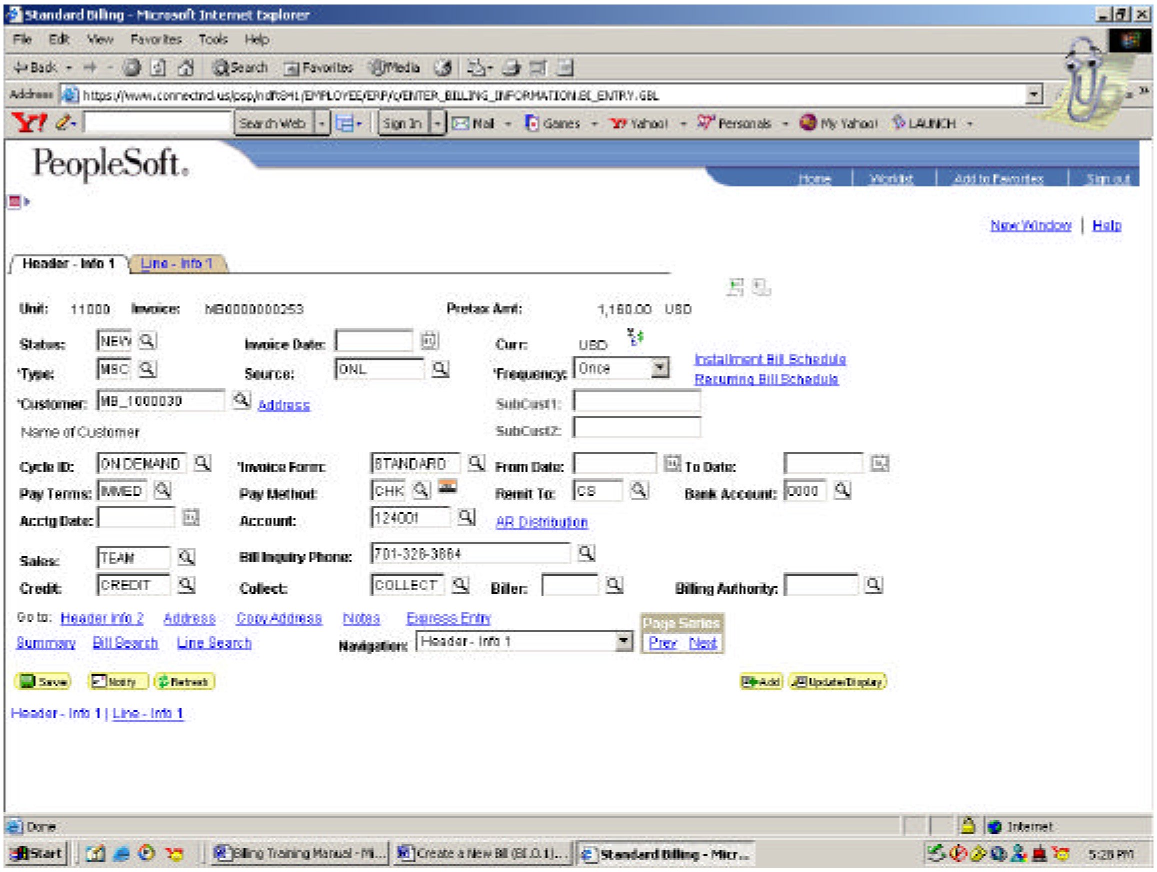


Note: Make sure that if you have multiple lines on the bill, the line note is being applied to the appropriate bill line.

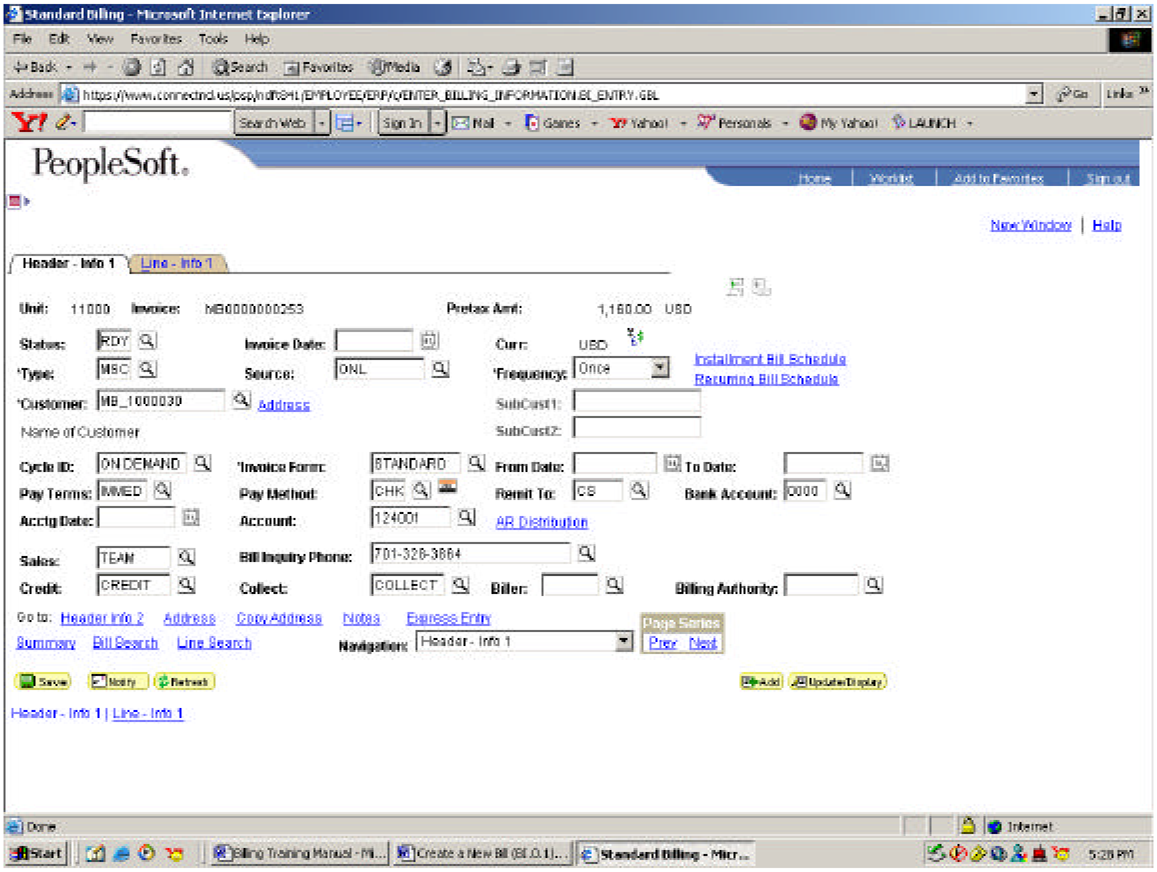
- Click .



Note: Once saved all invoice information is validated. Also, auto numbering will take affect and define an invoice id for the customer.



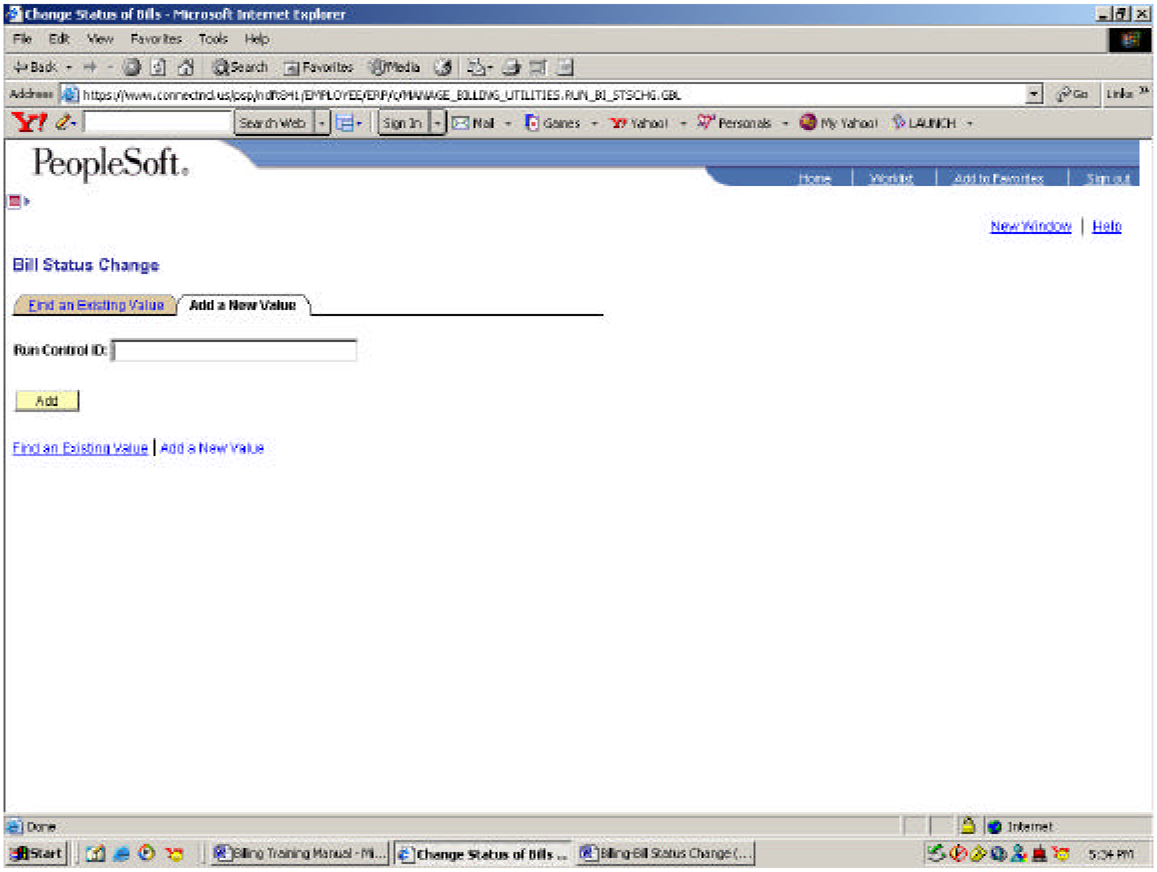
- Once the bill is ready to be invoiced, manually change the Status from New to RDY. (This can also be accomplished through the Change Status of Bills process)



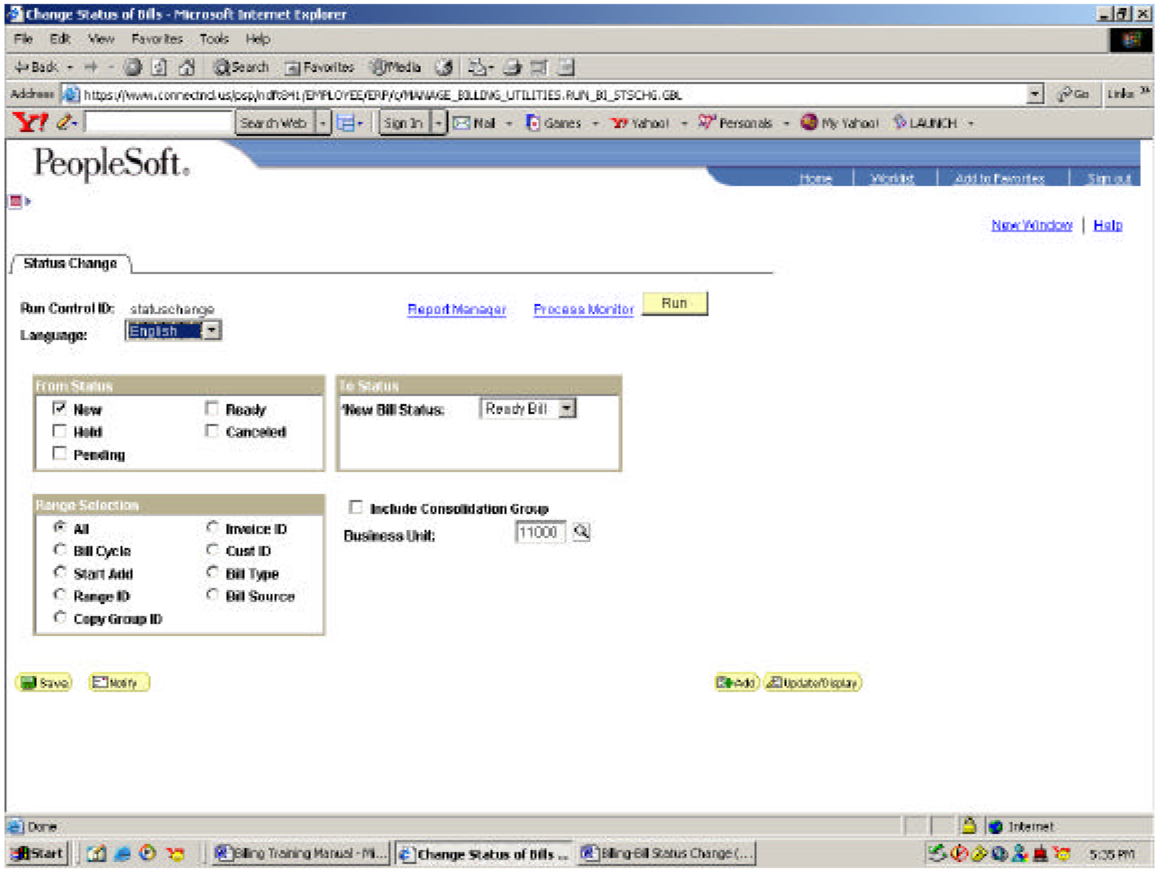
- Click Save

Change Status of Bills

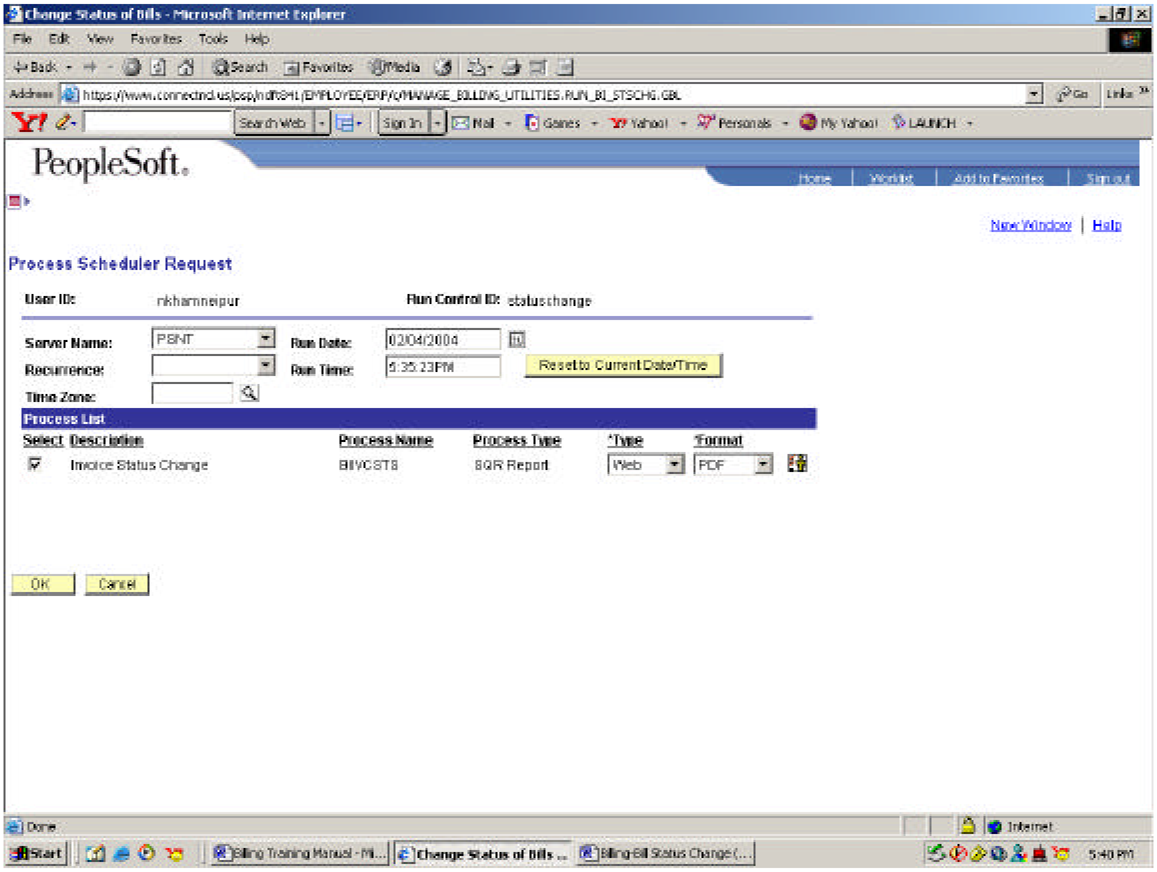
Billing > Maintain Bills > Change Status of Bills



- Enter your Run Control ID.
- If you do not remember your Run Control ID, Click Search.
- If you want to add a new Run Control ID, click on the Add a New Value hyperlink.

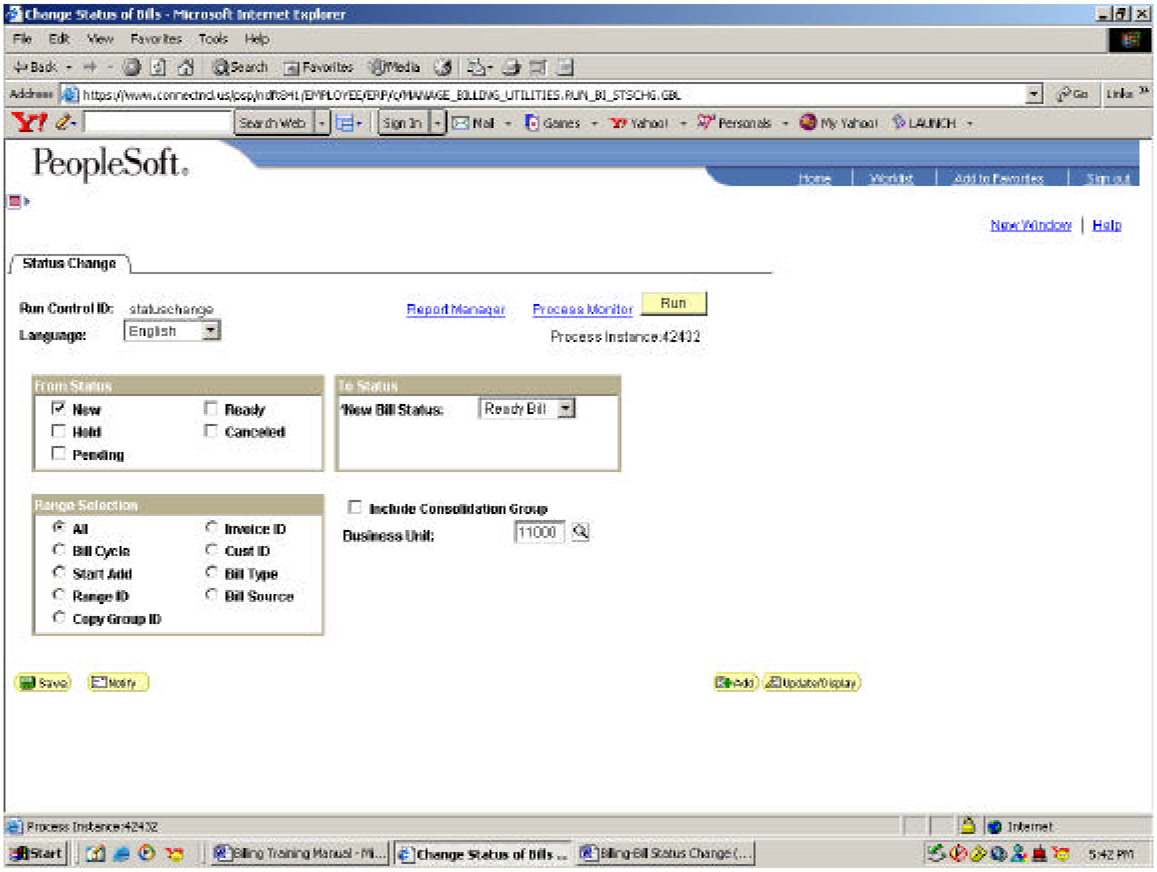


- From Status: New.
- To Status: Ready Bill
- Specify the Range Selection criteria that you want:
    - All
    - Bill Cycle
    - Start Add
    - Range ID
    - Invoice ID
    - Cust ID
    - Bill Type
    - Bill Source
- Click Save.
- Click Run.

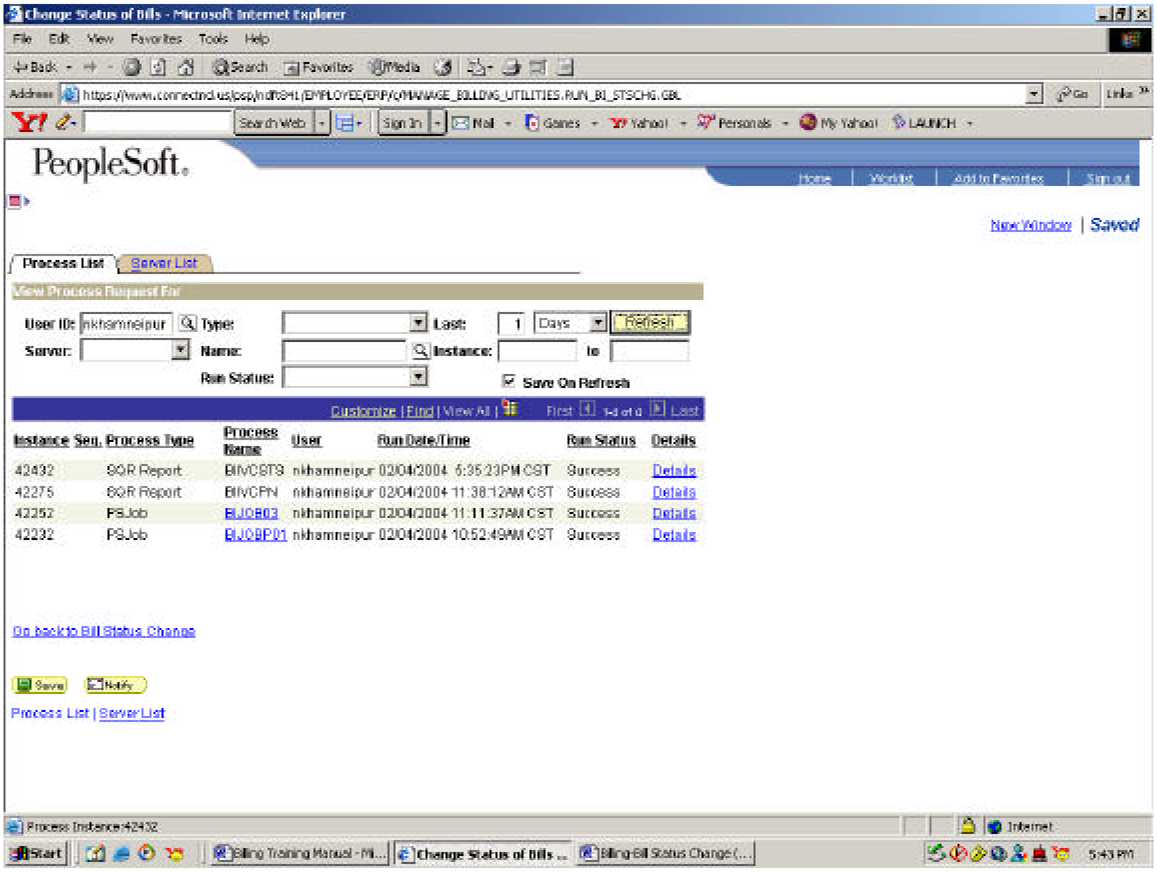


- Make sure you check *Invoice Status Change* checkbox.
- Specify the appropriate Server Name.

- Click OK.



- Click on the Process Monitor hyperlink to view the status of the process.

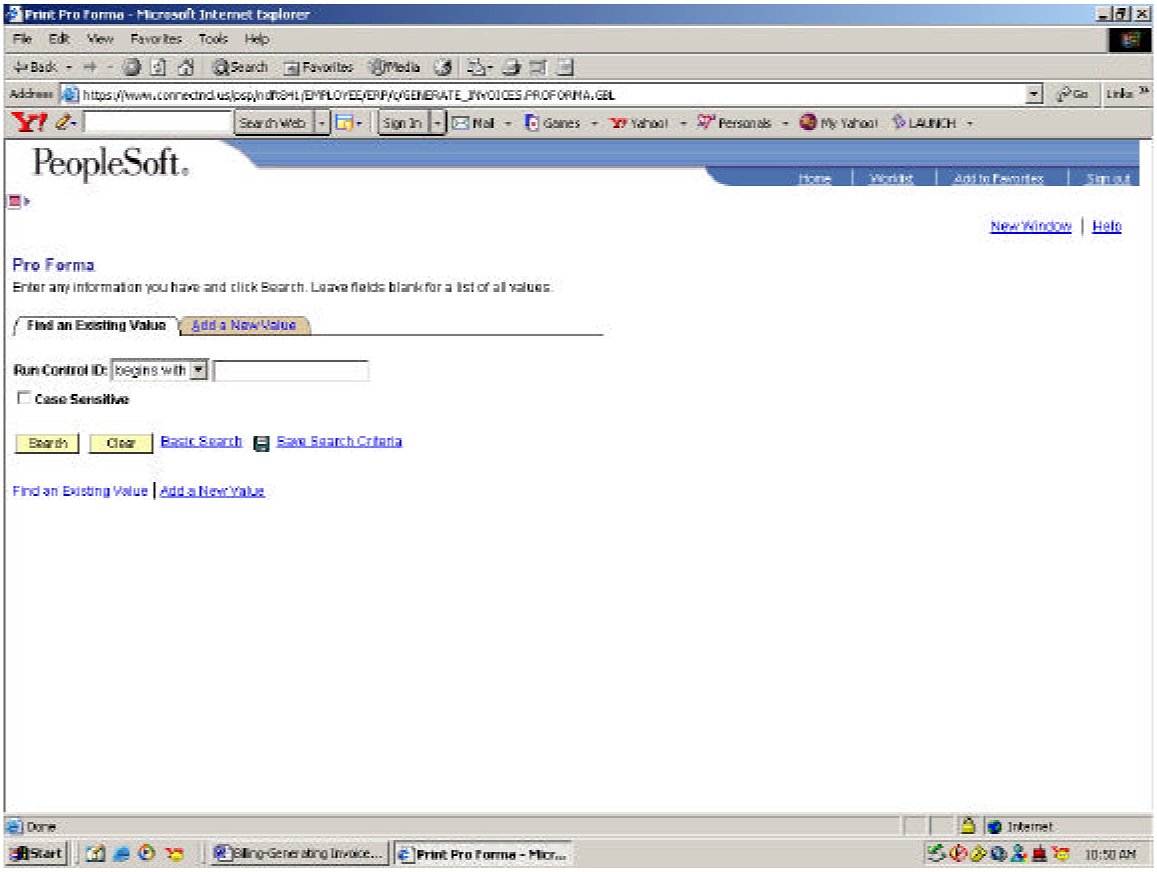


- Click Refresh if the process is in Queued, Initiated or Processing.
- Click the Go back to Bill Status Change hyperlink to go back to the process page.

Generating Invoices

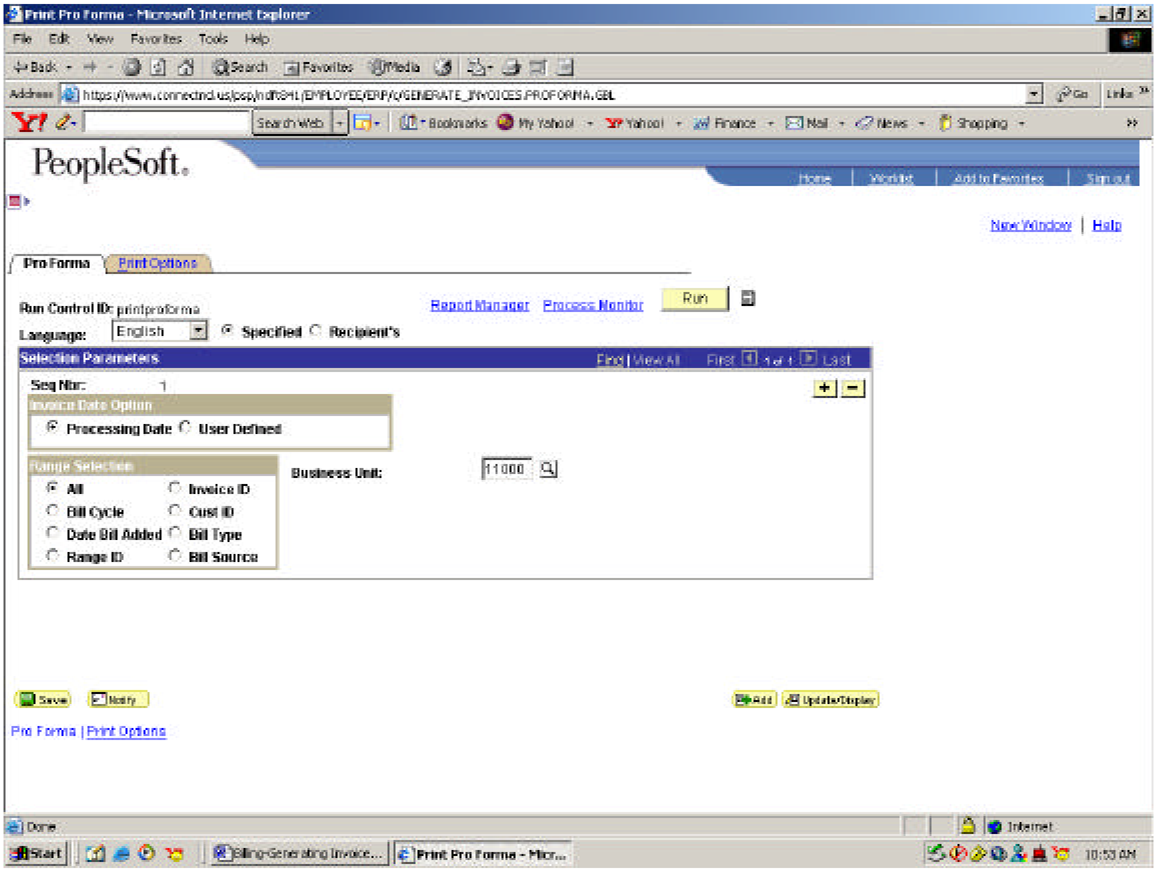
Generating Pro Forma Invoices

Billing > Generate Invoices > Non-Consolidated > Print Pro Forma



NOTE: Invoices can be in New or Ready Status.

- Enter your Run Control ID.
- If you do not remember your Run Control ID, Click Search.
- If you want to add a new Run Control ID, click on the Add a New Value hyperlink.

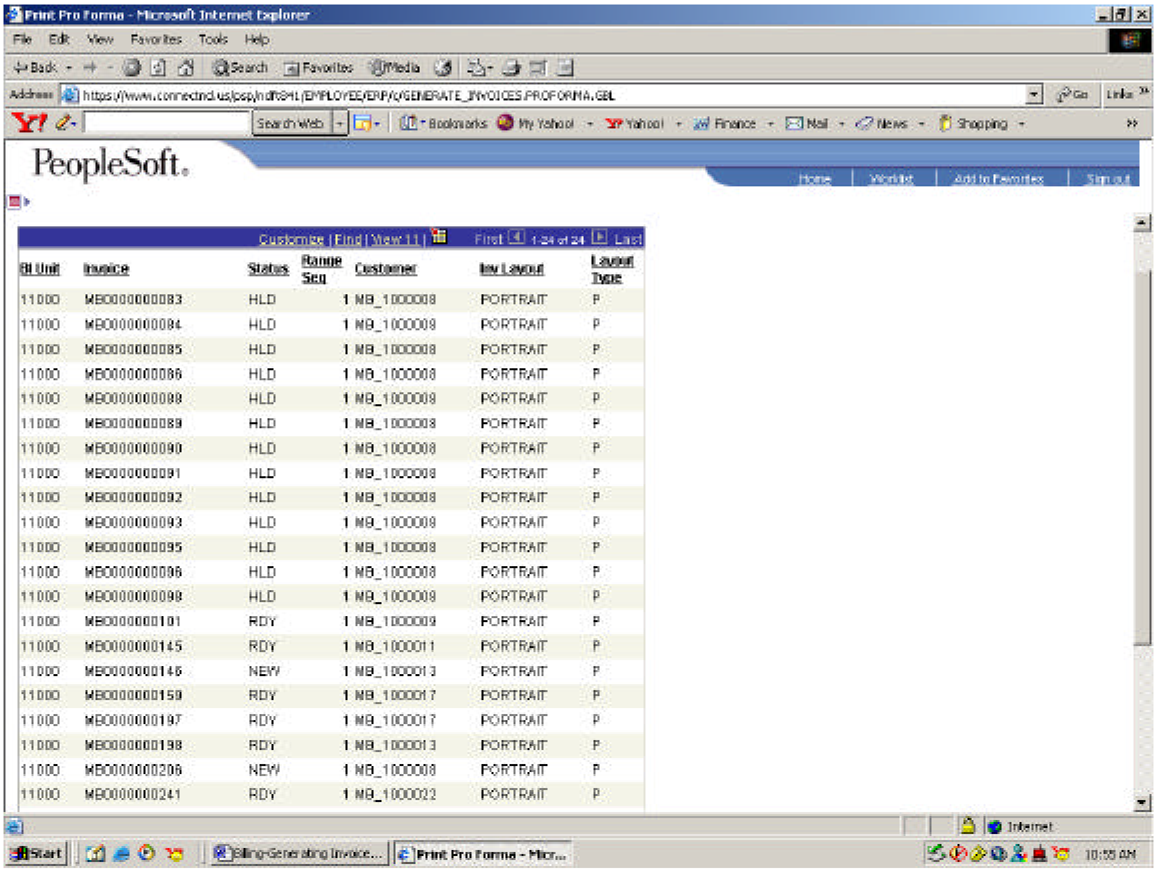


- Invoice Date Option only sets the invoice date on the bill if it is blank to start out with. If you entered an invoice date on the bill itself, that date takes precedence over anything entered on the run control.
    - Processing Date, the current system date at the time of processing is used as the default invoice date for the bills.
    - Select User Define and enter that date in the adjacent field if you want any other date to appear on your invoices. The system uses the date you enter here as the invoice-date whenever this run control is processed.

- Enter the appropriate Business Unit. Specify the Business Unit of the invoices you'd like to include.

- Specify the Range Selection criteria that you want:
    - All
    - Bill Cycle
    - Date Bill Added
    - Range ID
    - Invoice ID
    - Cust ID
    - Bill Type
    - Bill Source

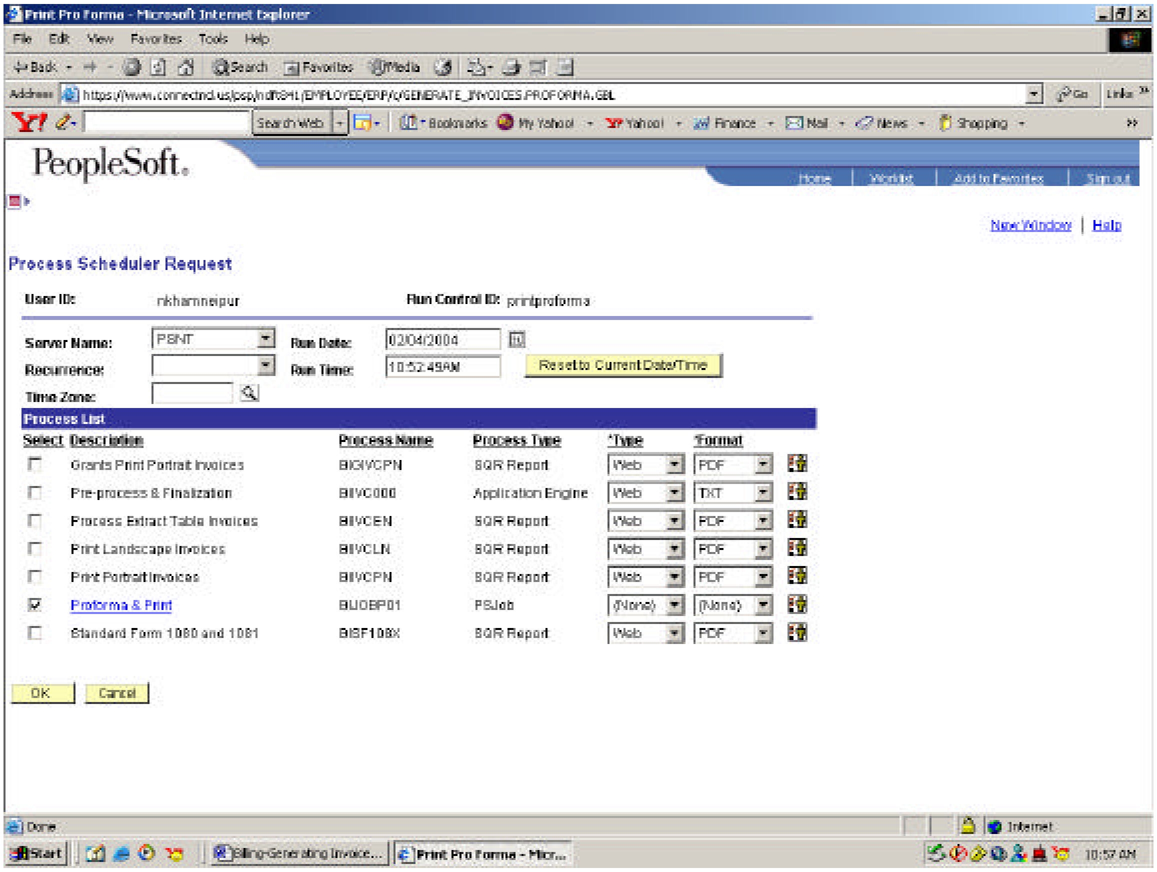
- Click on the icon below the Run to view a list of the bills to be processed.



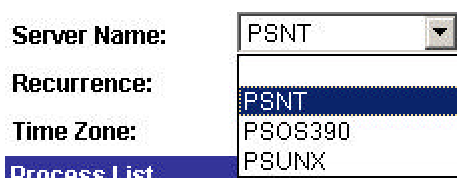
Bl Unit	Invoice	Status	Range Seq	Customer	Inv Layout	Layout Type
11000	MB0000000083	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000084	HLD	1	MB_1000009	PORTRAIT	P
11000	MB0000000085	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000086	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000088	HLD	1	MB_1000009	PORTRAIT	P
11000	MB0000000089	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000090	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000091	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000092	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000093	HLD	1	MB_1000009	PORTRAIT	P
11000	MB0000000095	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000096	HLD	1	MB_1000008	PORTRAIT	P
11000	MB0000000098	HLD	1	MB_1000009	PORTRAIT	P
11000	MB0000000101	RDY	1	MB_1000009	PORTRAIT	P
11000	MB0000000145	RDY	1	MB_1000011	PORTRAIT	P
11000	MB0000000146	NEW	1	MB_1000013	PORTRAIT	P
11000	MB0000000159	RDY	1	MB_1000017	PORTRAIT	P
11000	MB0000000197	RDY	1	MB_1000017	PORTRAIT	P
11000	MB0000000198	RDY	1	MB_1000013	PORTRAIT	P
11000	MB0000000206	NEW	1	MB_1000008	PORTRAIT	P
11000	MB0000000241	RDY	1	MB_1000022	PORTRAIT	P

Note: There are 24 invoices in this list, which will be included in the proforma run.

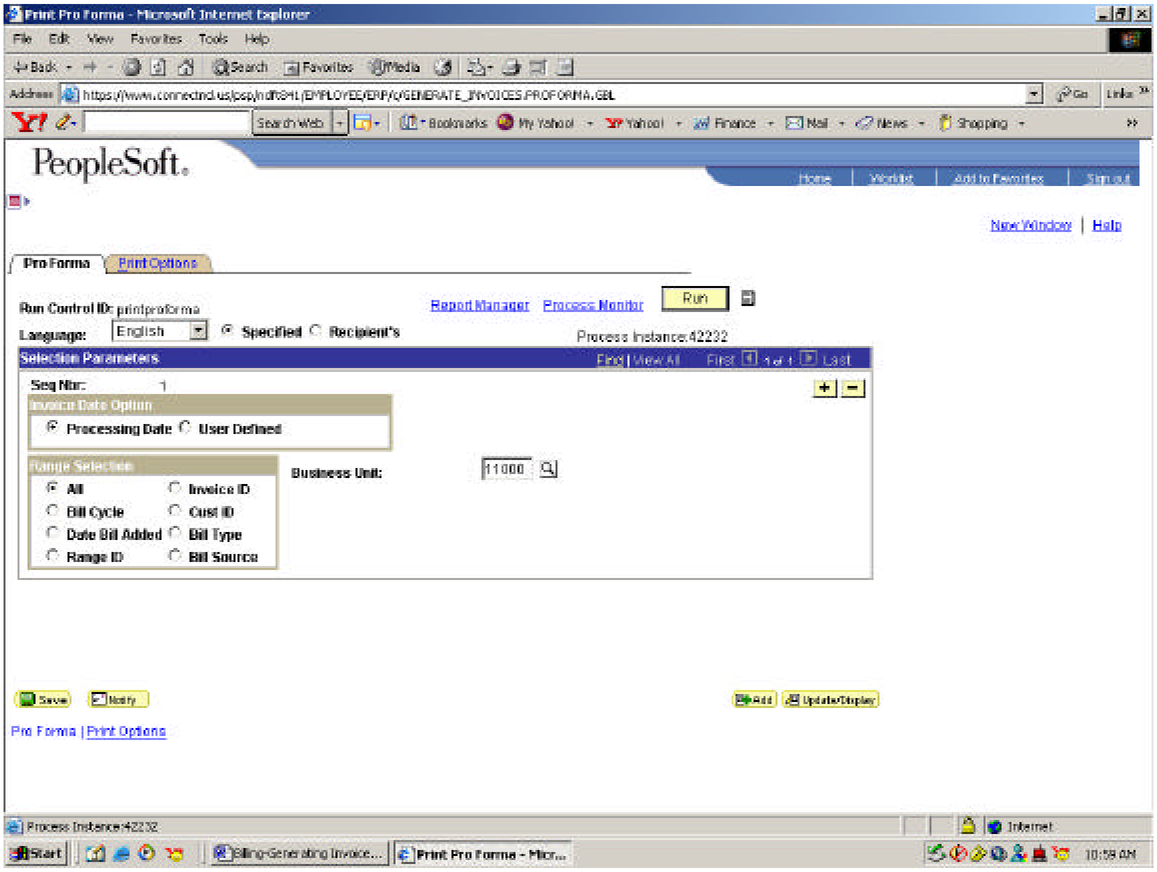
- Click Return.
- Click Save.
- Click Run.



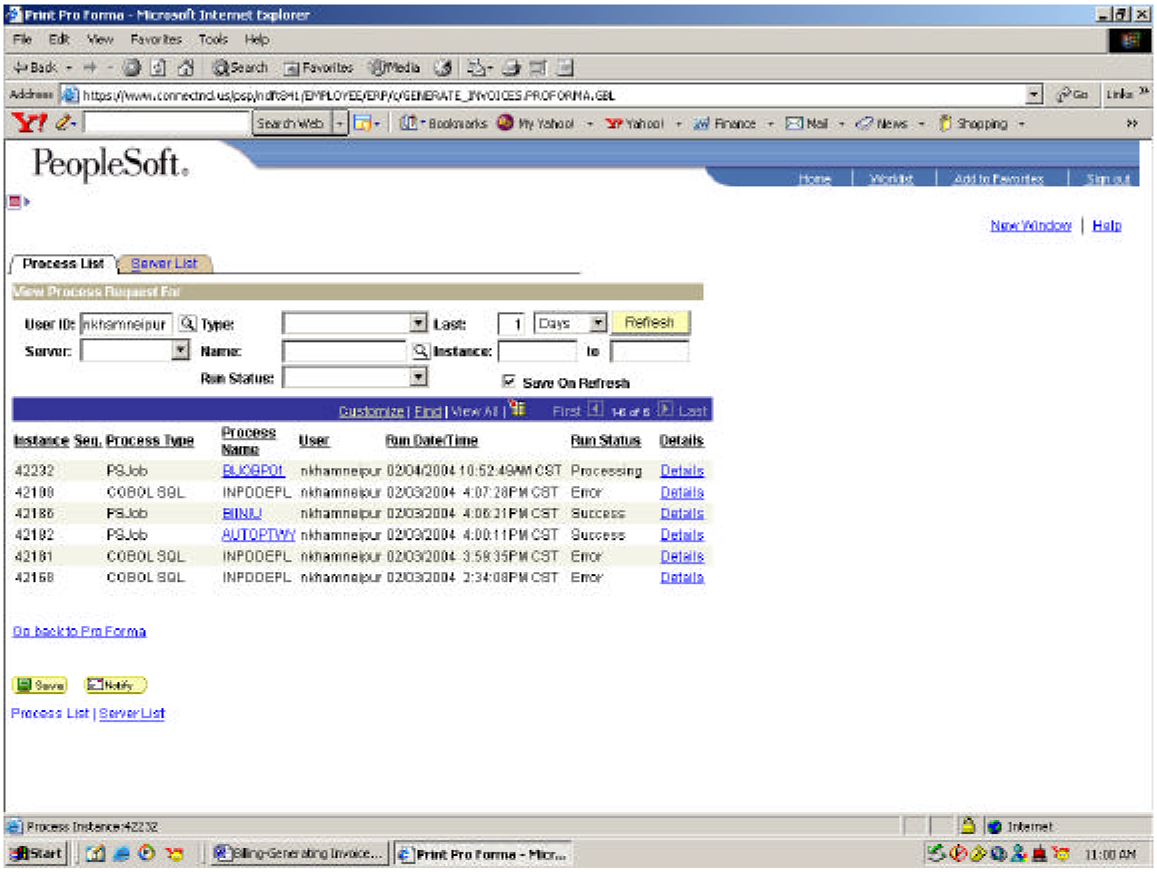
- Make sure you check *Proforma & Print* checkbox.
- Specify the appropriate Server Name.



- Click OK.

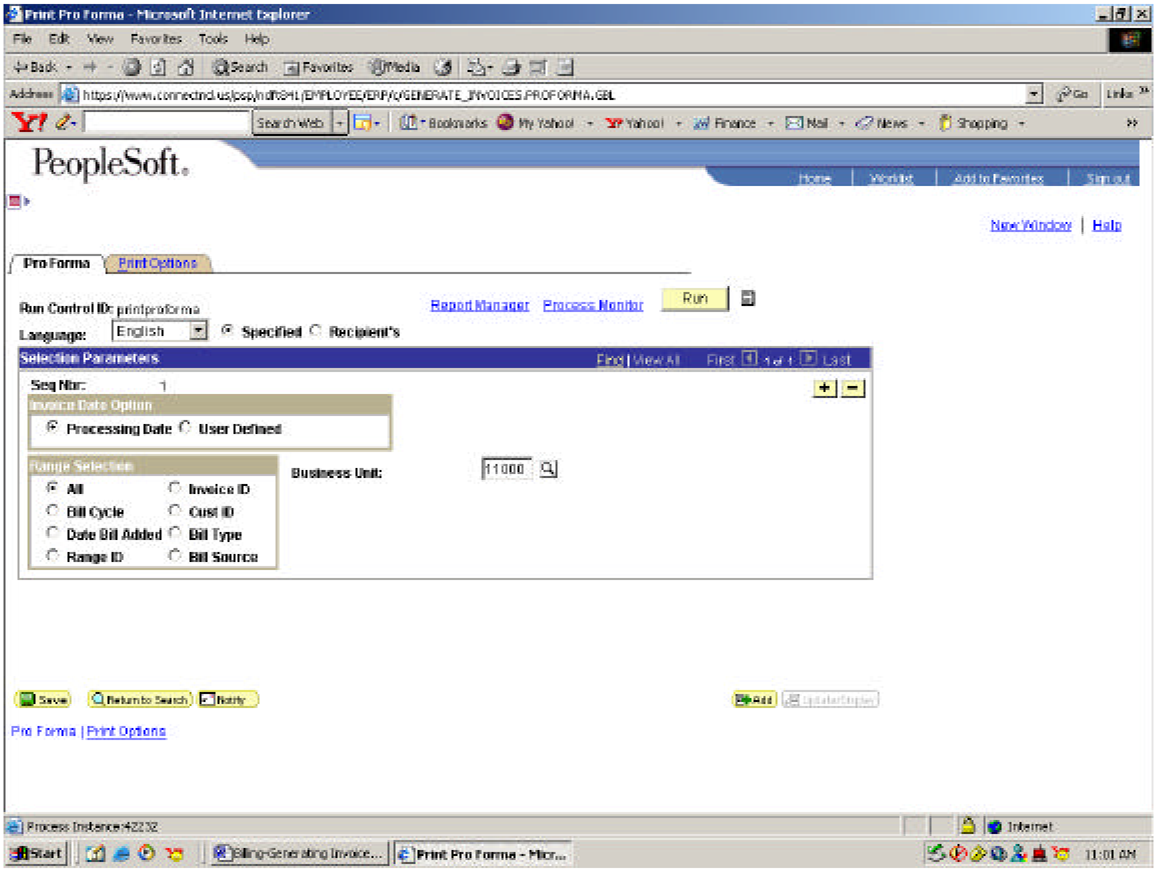


- Click on the Process Monitor hyperlink to view the status of the process.

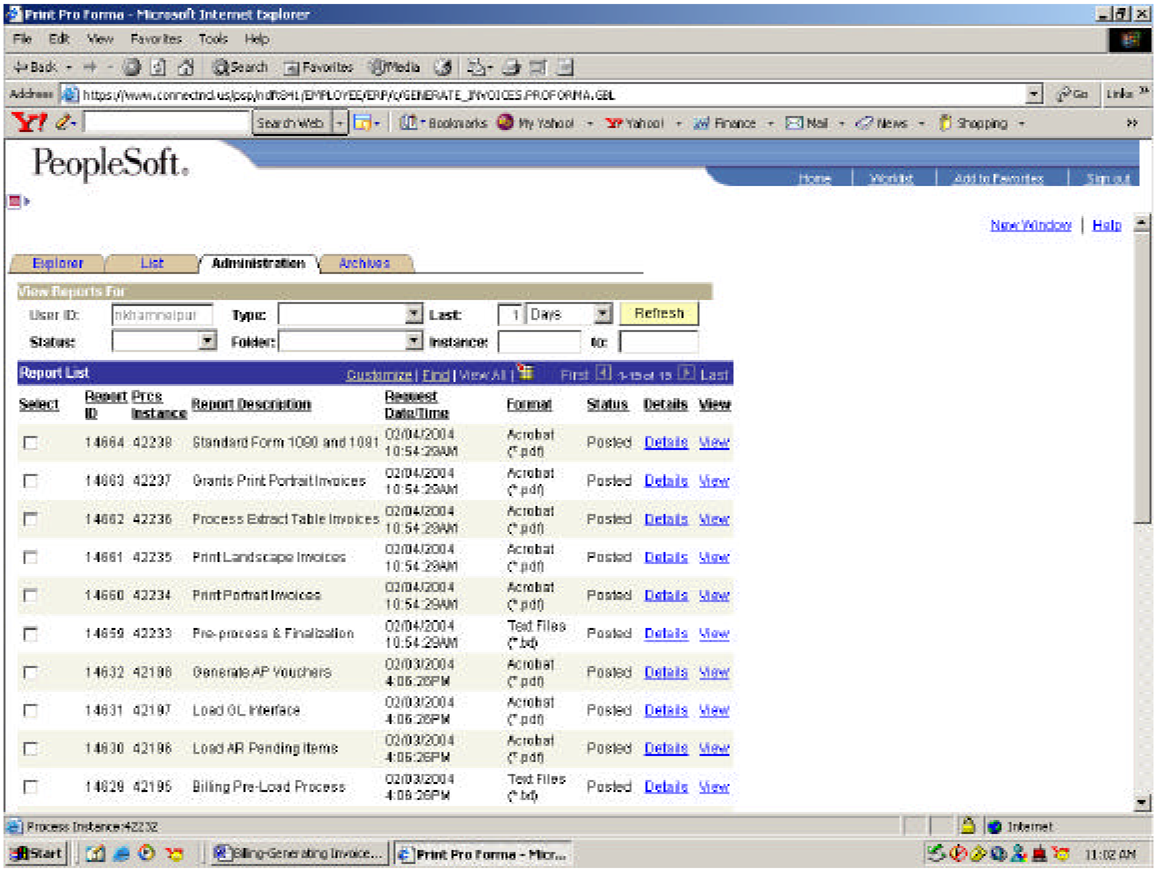


- Click Refresh if the process is in Queued, Initiated or Processing.

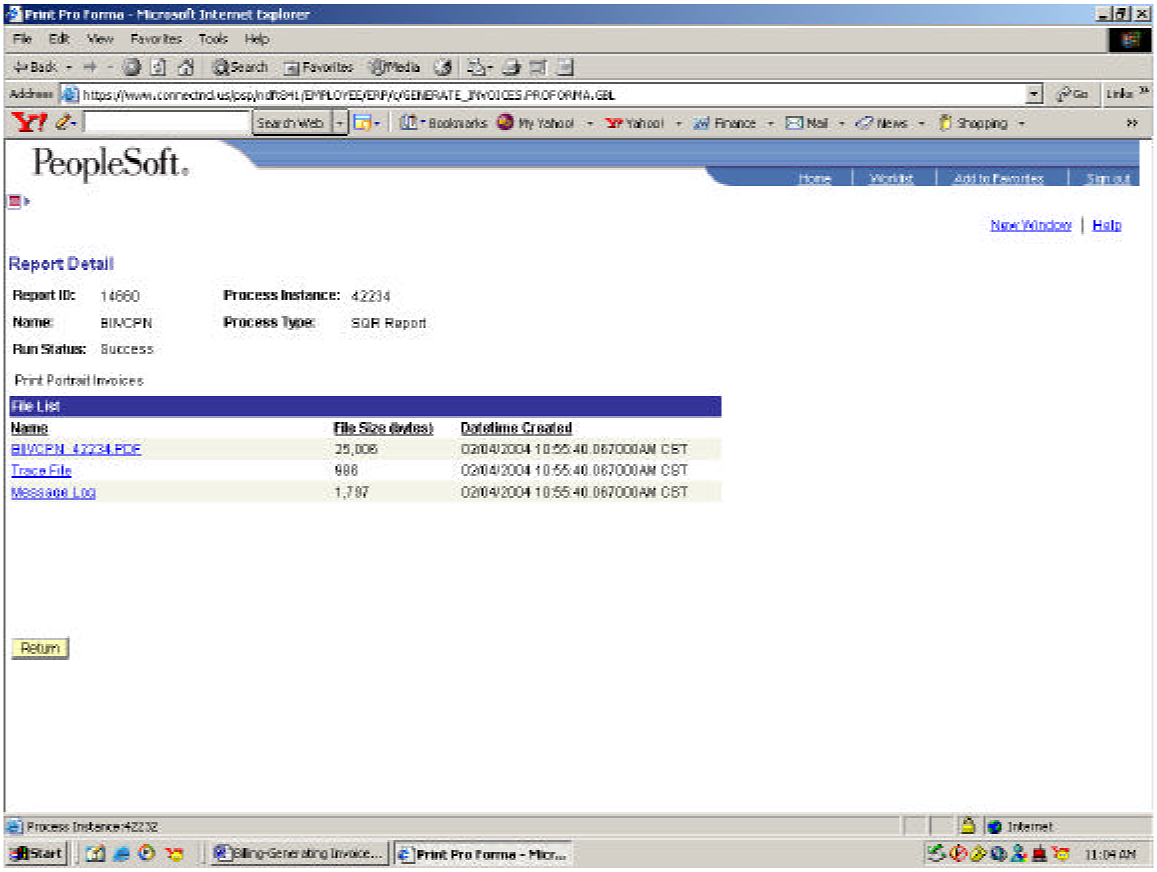
- Click the Go back to Pro Forma hyperlink to go back to the process page.



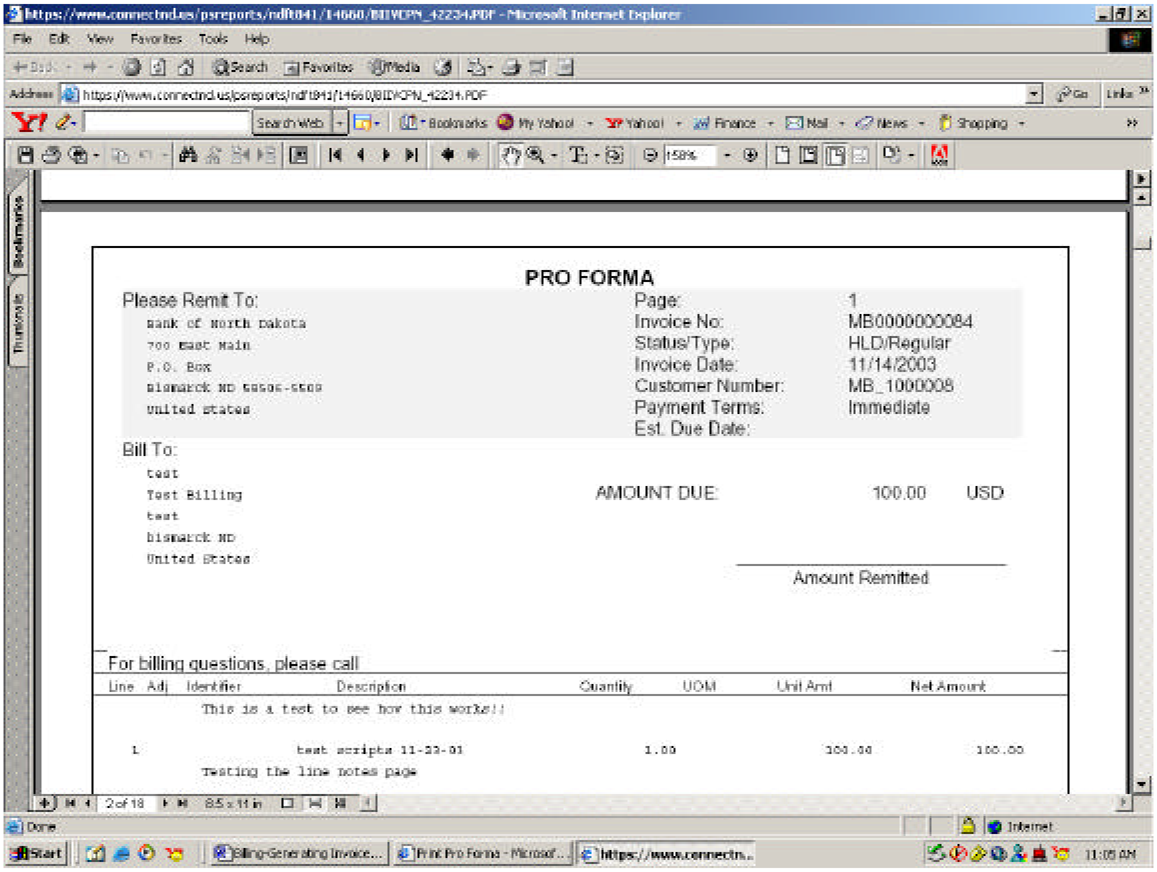
- Verify and Print the Pro Forma Invoices through the Report Manager or Process Monitor.



- Click on the Administration tab in the Report Manager.
- Find the process instance for the 'Print Portrait Invoices' – Report Description.
- Click on the View hyperlink



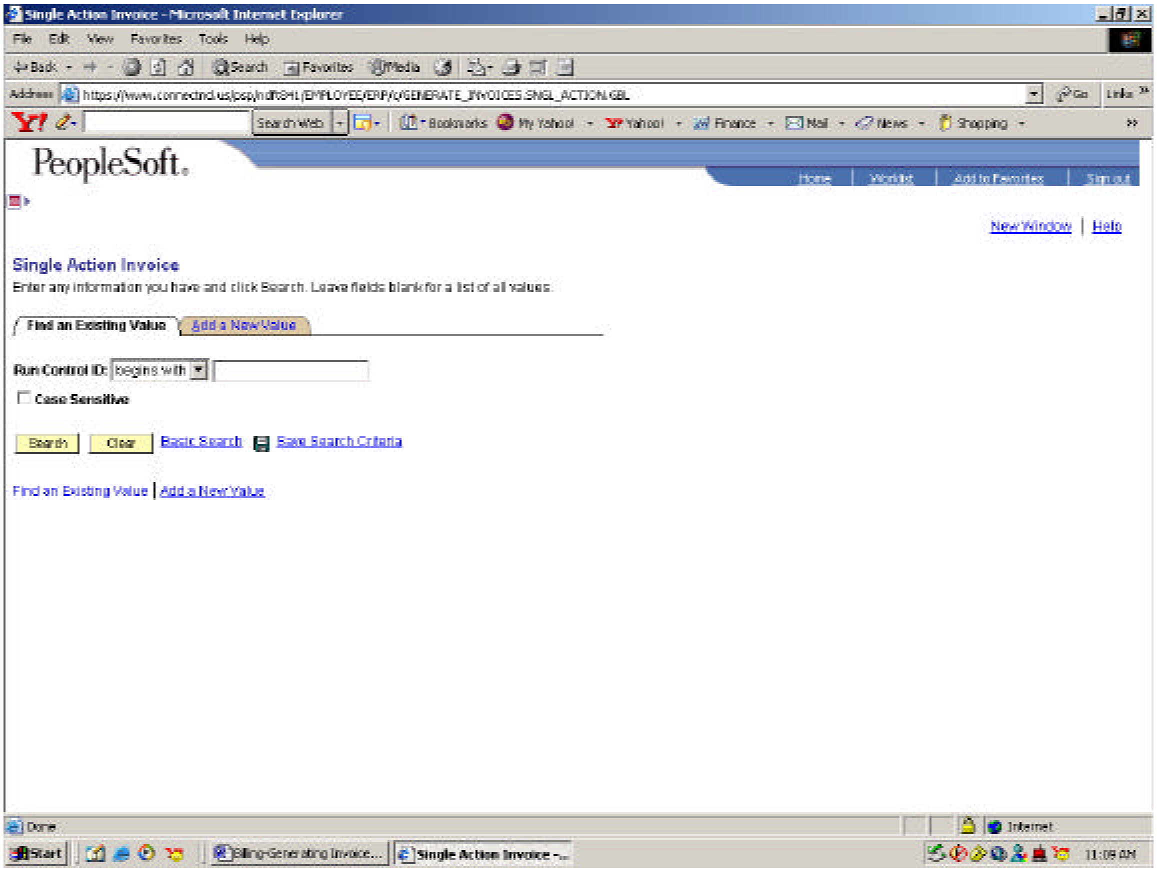
- Click on the BIIVCPN_'Process Instance #'.PDF to view and print the Pro Forma Invoices.



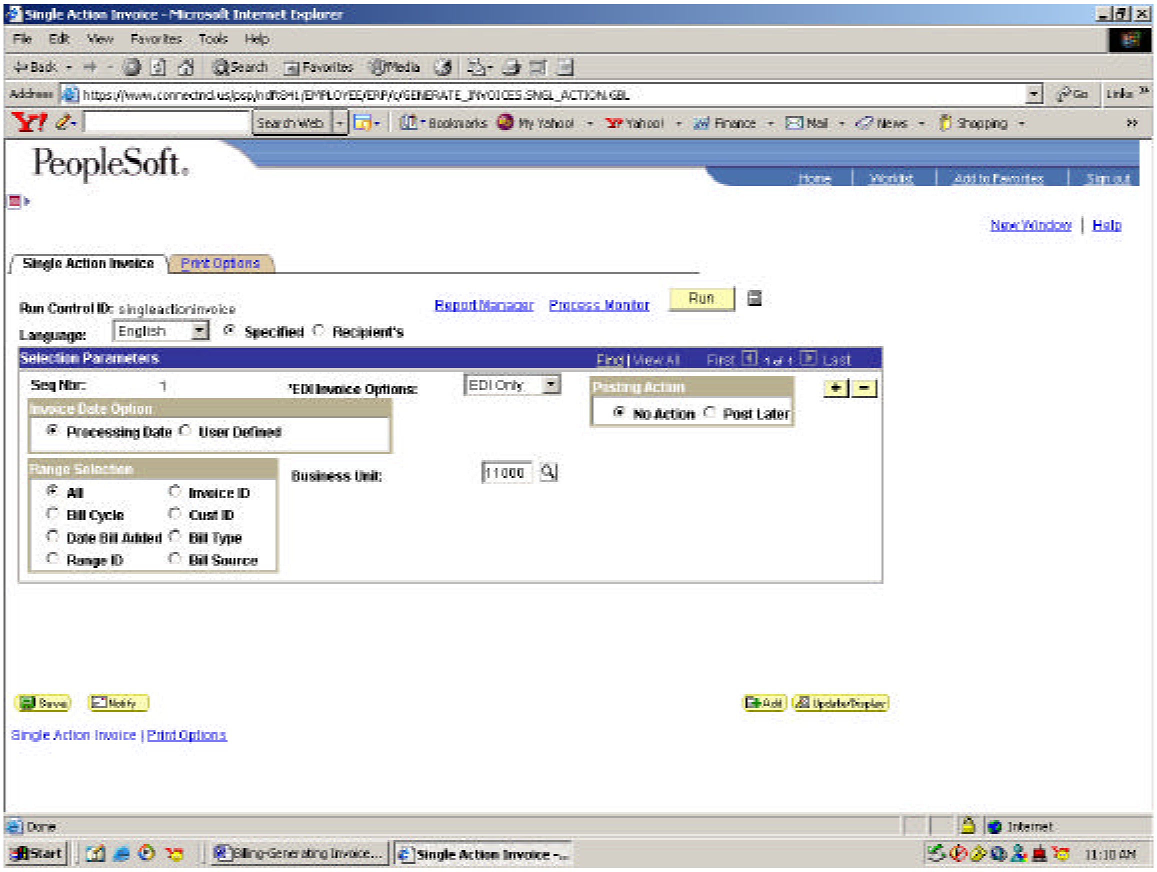
- Click the Save icon to save the Pro Forma invoices on your computer.
- Click the Print icon to send the Pro Forma invoices to the printer.

Generating Invoices

Billing > Generate Invoices > Non-Consolidated > Single Action Invoice



- Enter your Run Control ID.
- If you do not remember your Run Control ID, Click Search.
- If you want to add a new Run Control ID, click on the Add a New Value hyperlink.



- Invoice Date Option only sets the invoice date on the bill if it is blank to start out with. If you entered an invoice date on the bill itself, that date takes precedence over anything entered on the run control.
    - o Processing Date, the current system date at the time of processing is used as the default invoice date for the bills.
    - o Select User Define and enter that date in the adjacent field if you want any other date to appear on your invoices. The system uses the date you enter here as the invoice-date whenever this run control is processed.

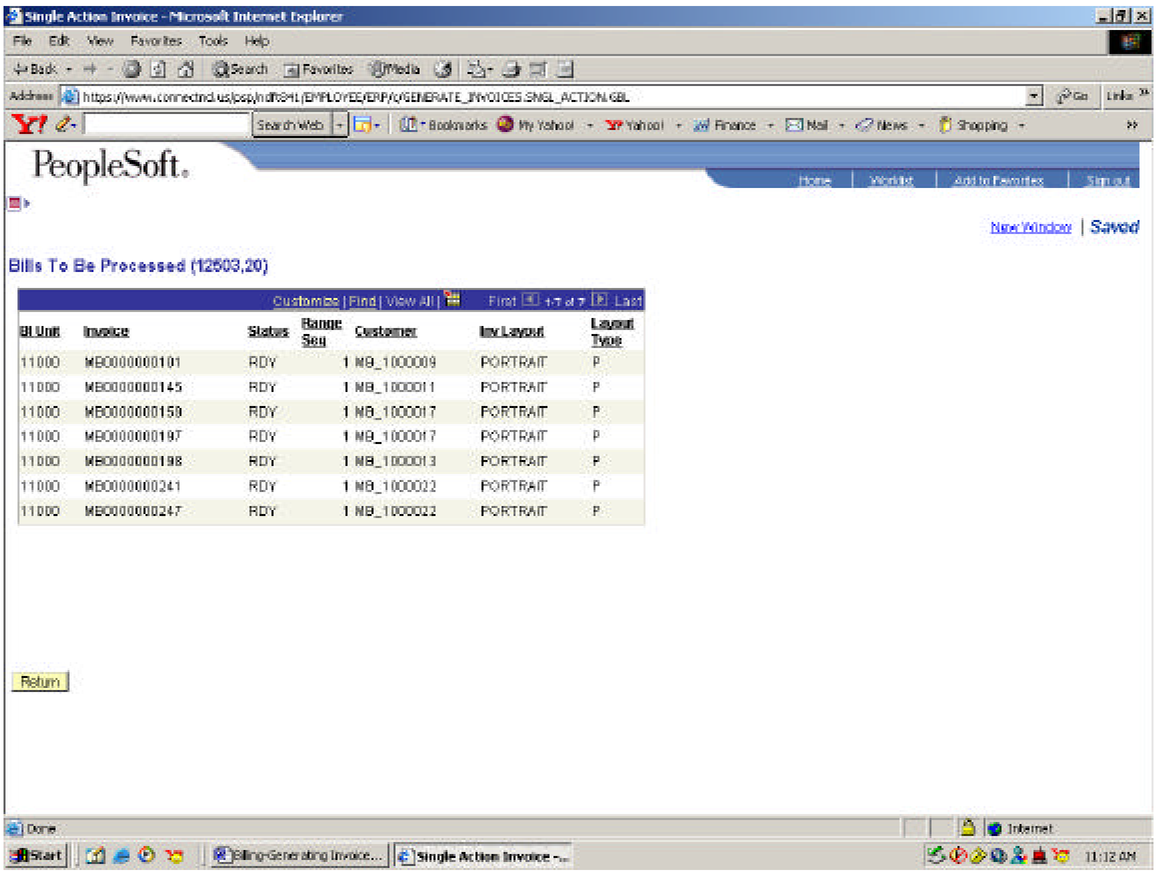
- Enter the appropriate Business Unit. Specify the Business Unit of the invoices you'd like to include in the process.

- Specify the Range Selection criteria that you want:
    - o All
    - o Bill Cycle
    - o Date Bill Added
    - o Range ID
    - o Invoice ID
    - o Cust ID
    - o Bill Type
    - o Bill Source
- Specify the Posting Action

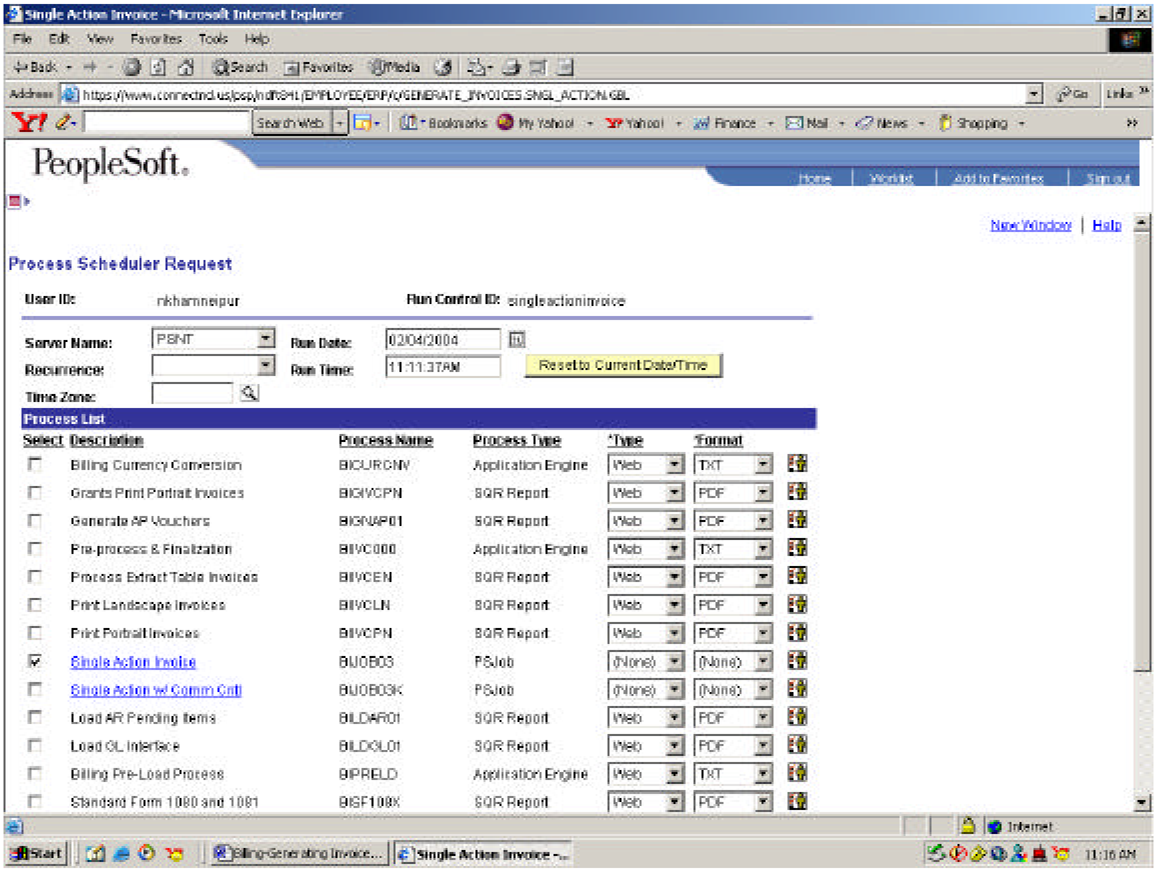
- o Post Later

NOTE: The bills must be in RDY status to be picked up by this process.

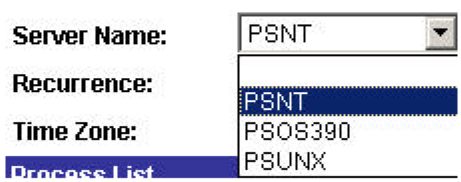
- Click on the icon below the Run to view a list of the bills to be processed.



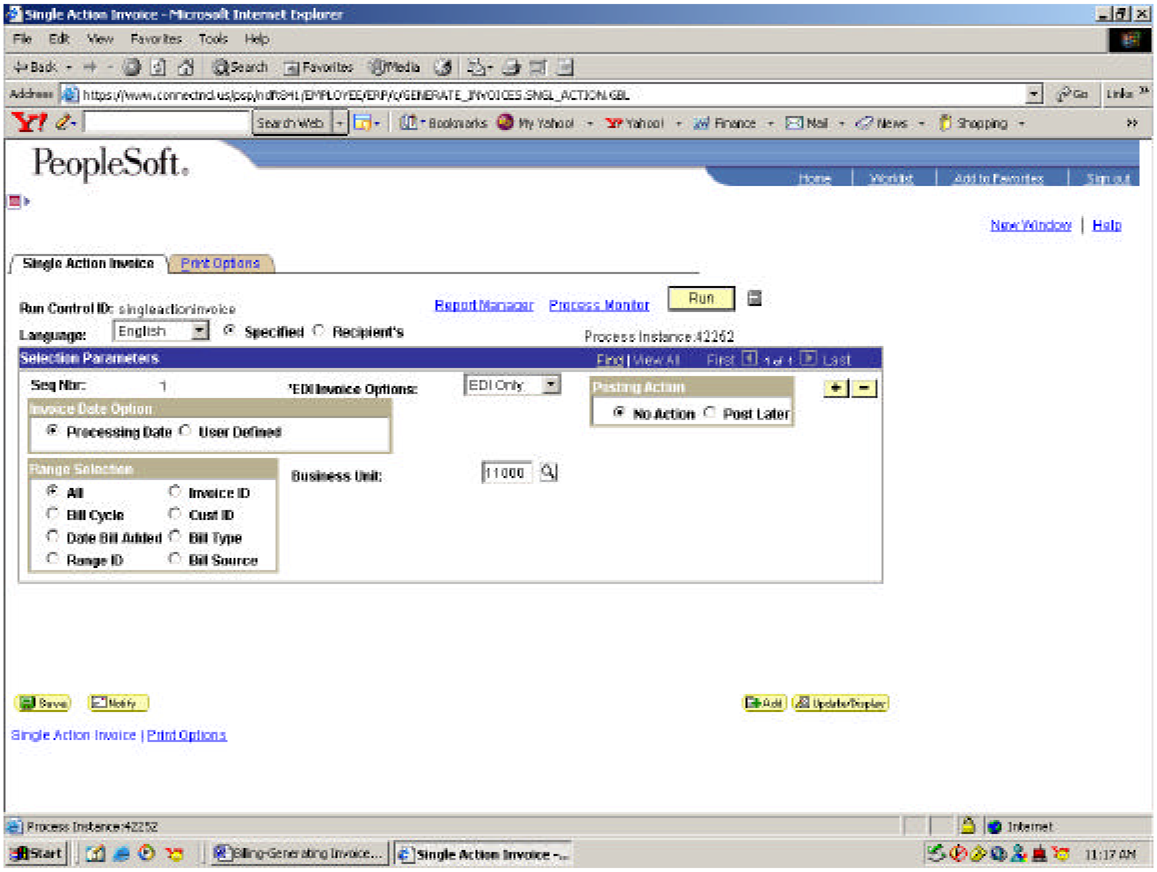
- Click Return.
- Click Save.
- Click Run.



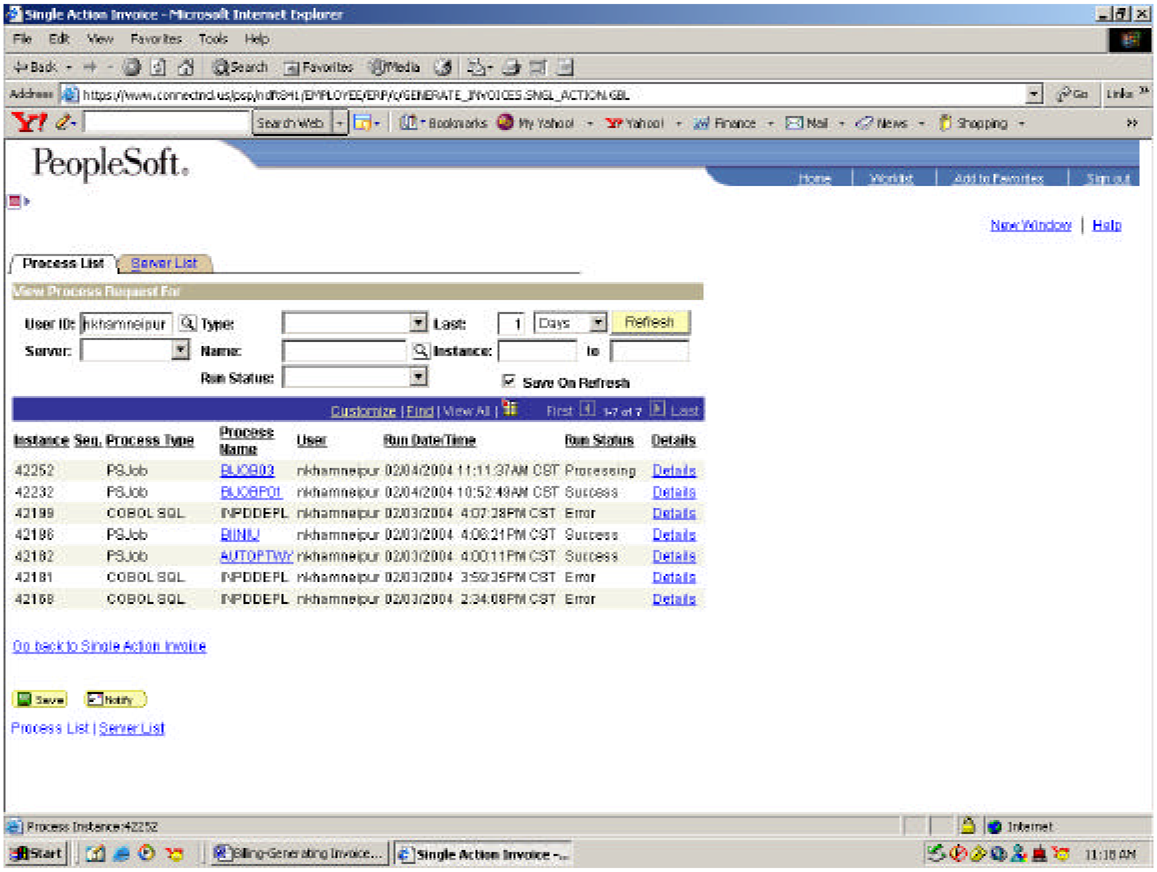
- Make sure the *Single Action Invoice* check box is checked.
- Specify the appropriate Server Name.



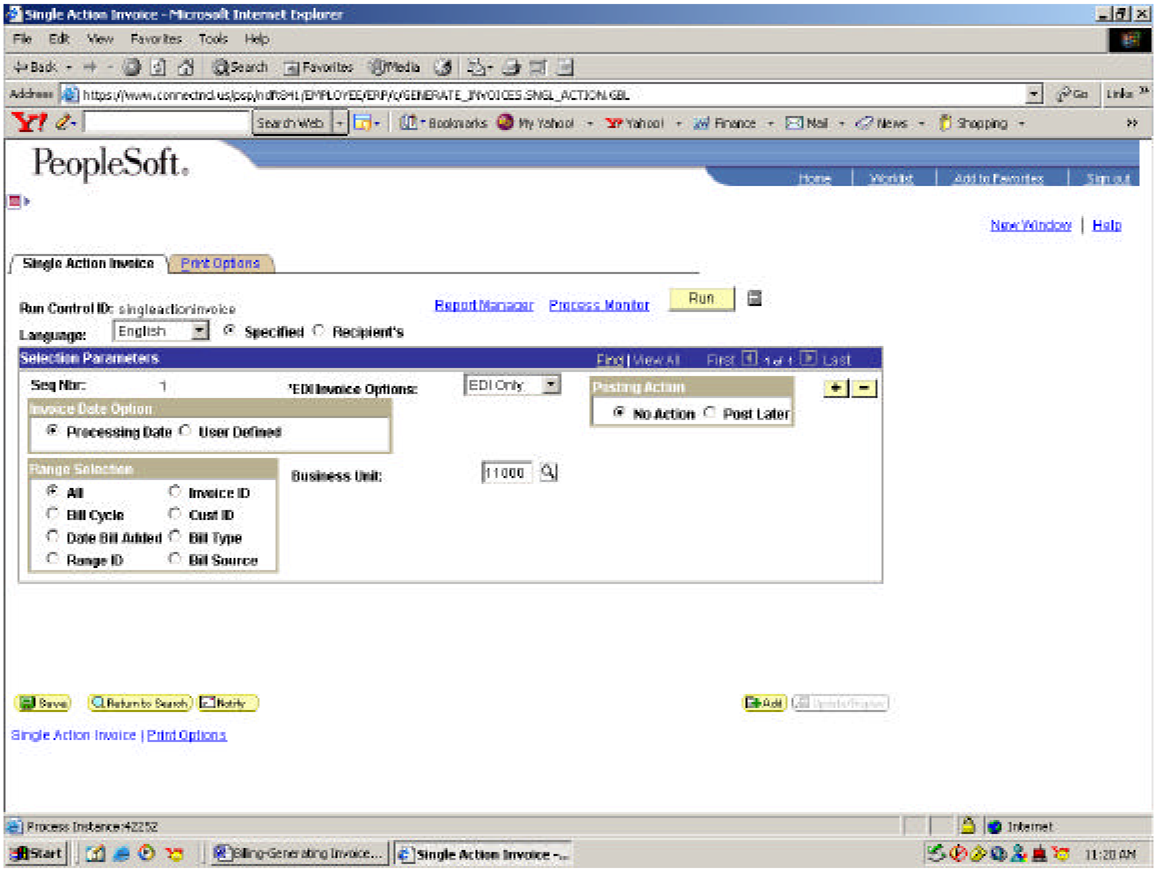
- Click OK.



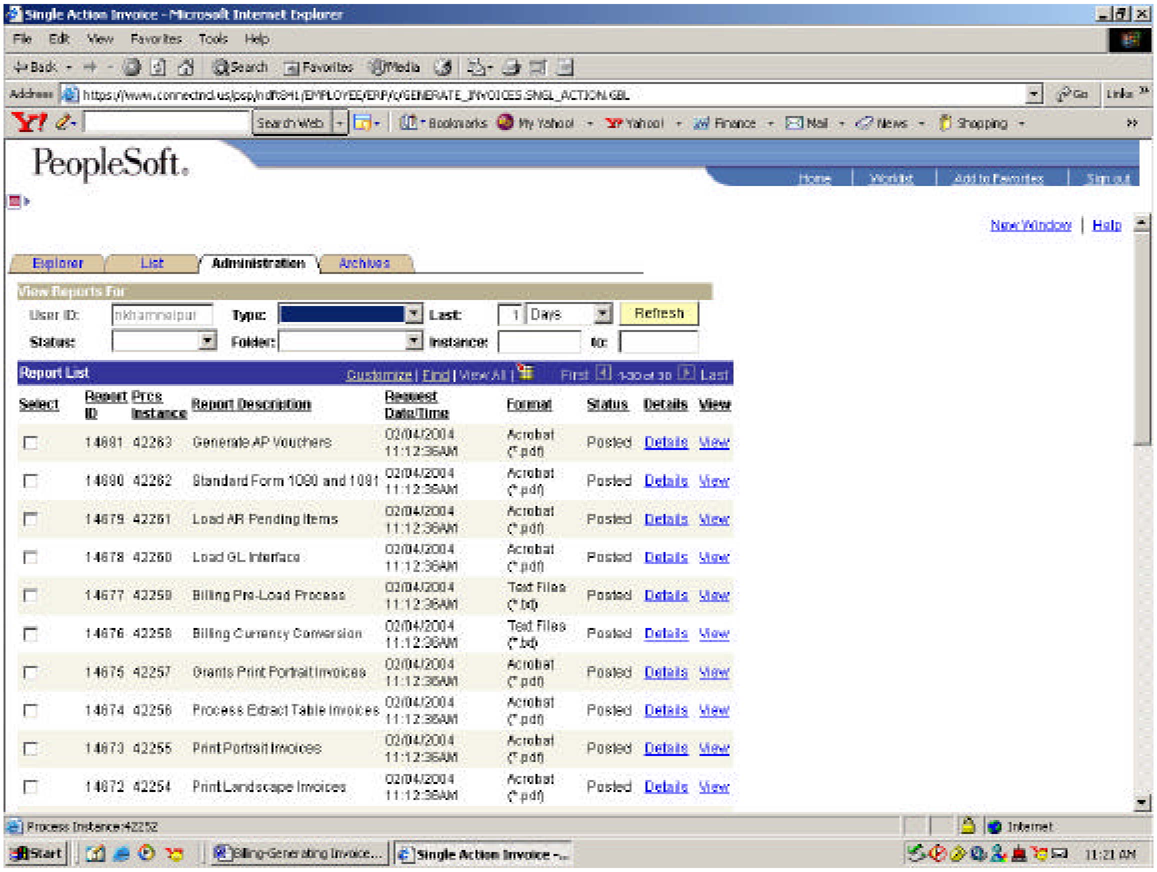
- You can check the status of the process in the process monitor by either clicking on the Process Monitor hyperlink, or through PeopleTools.



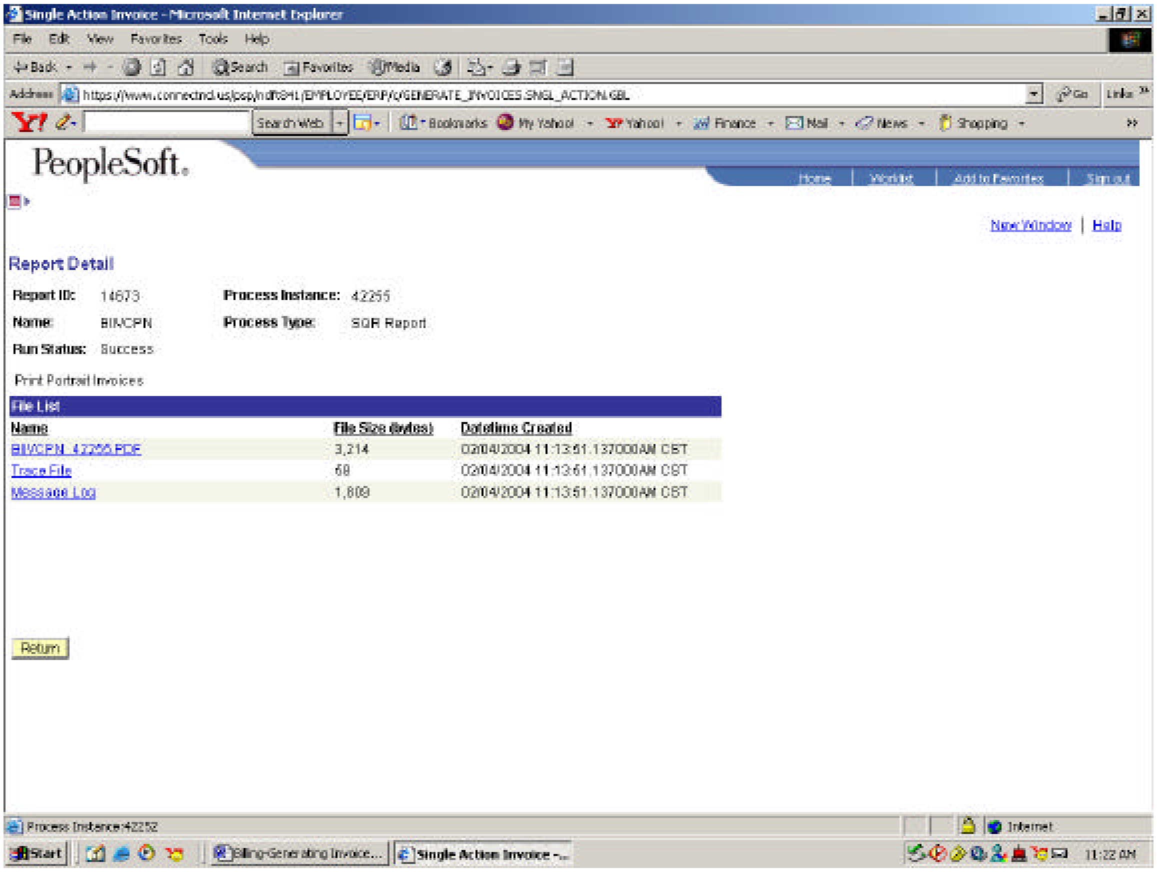
- Click Refresh if the process is in Queued, Initiated or Processing.
- Click the Go back to Single Action Invoice hyperlink to go back to the process page.



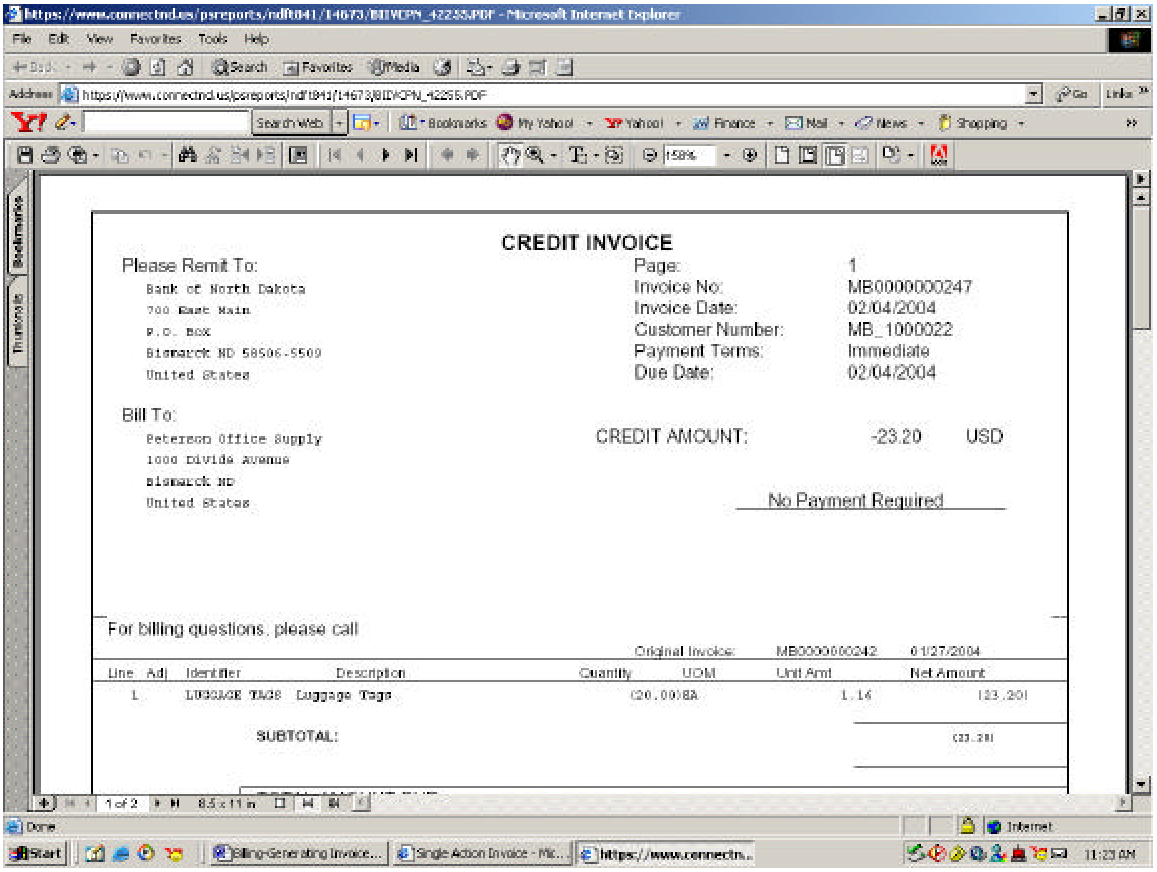
- Verify and Print the Invoices through the [Report Manager] or [Process Monitor].



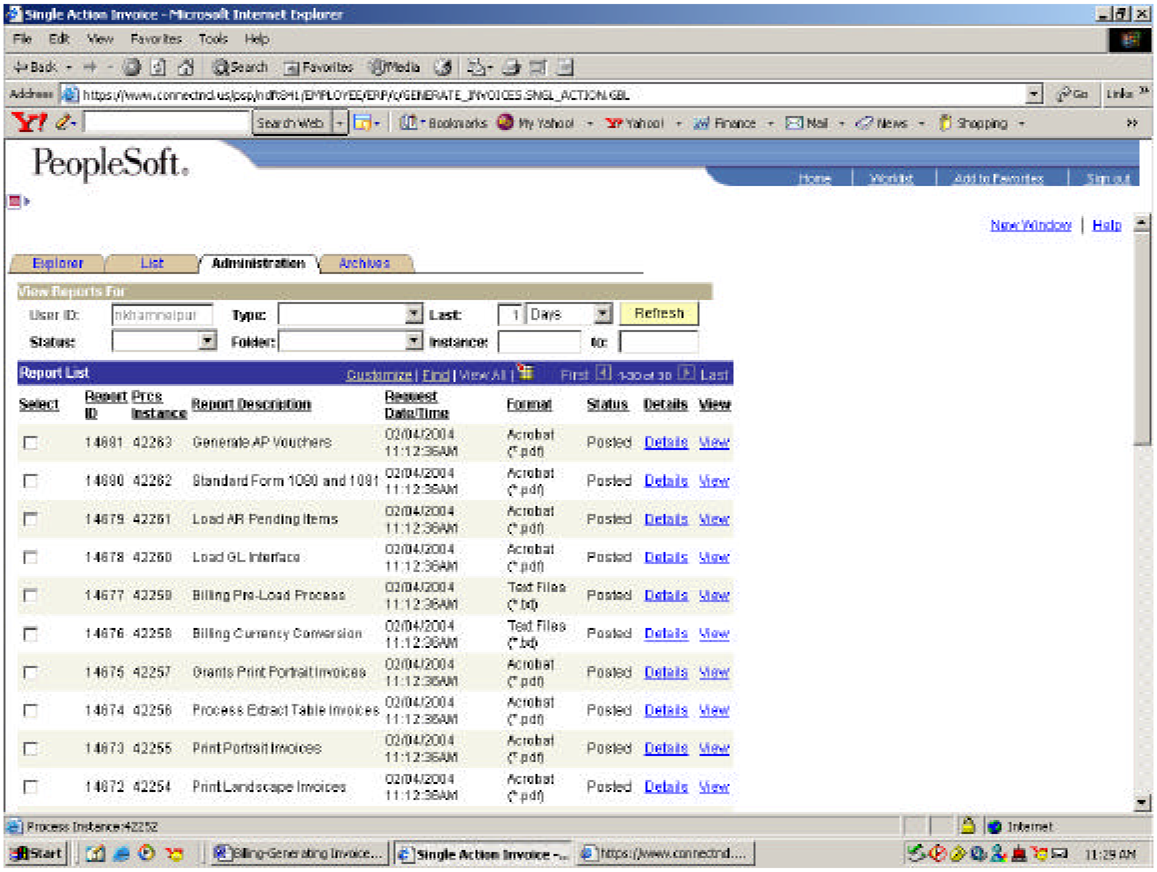
- Click on the Administration tab in the Report Manager.
- Find the process instance for the 'Print Portrait Invoices' – Report Description.
- Click on the View hyperlink



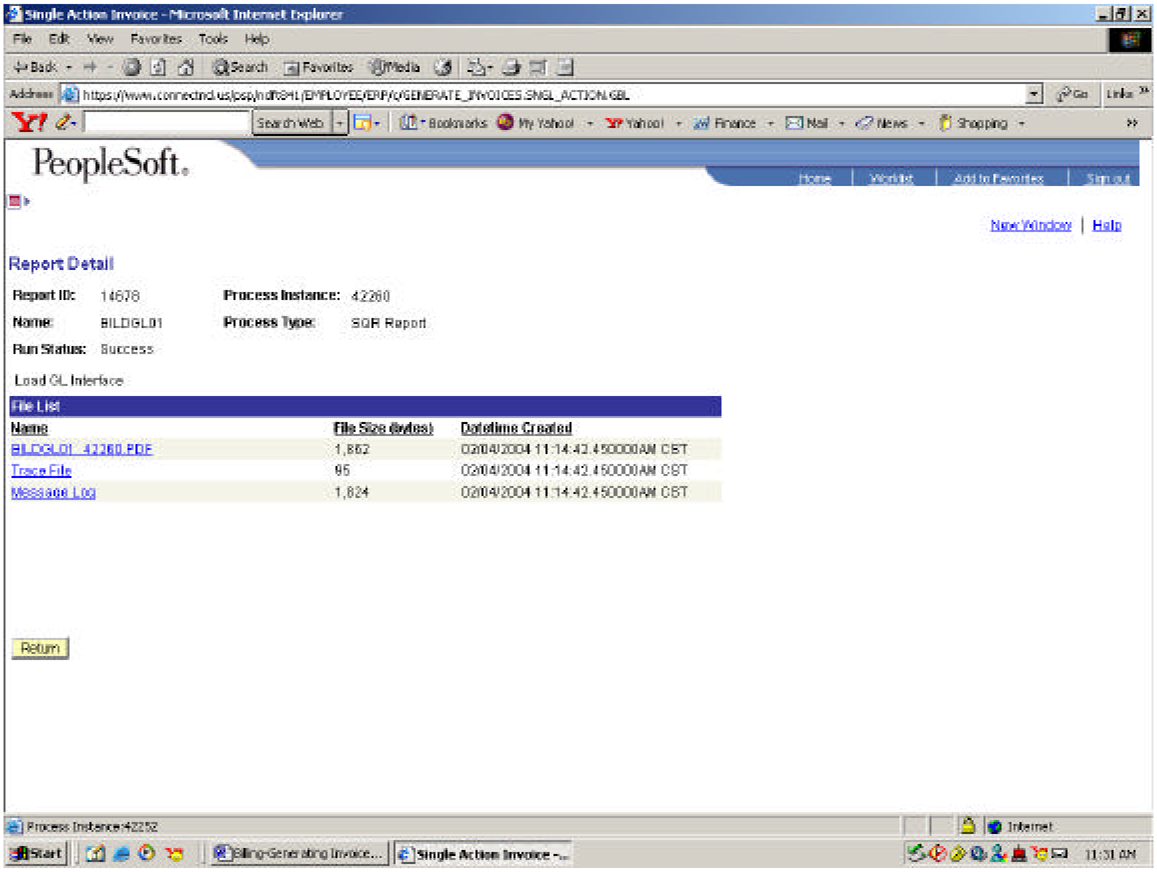
- Click on the BIIVCPN_'Process_Instance_#'.PDF to view and print the Invoices.



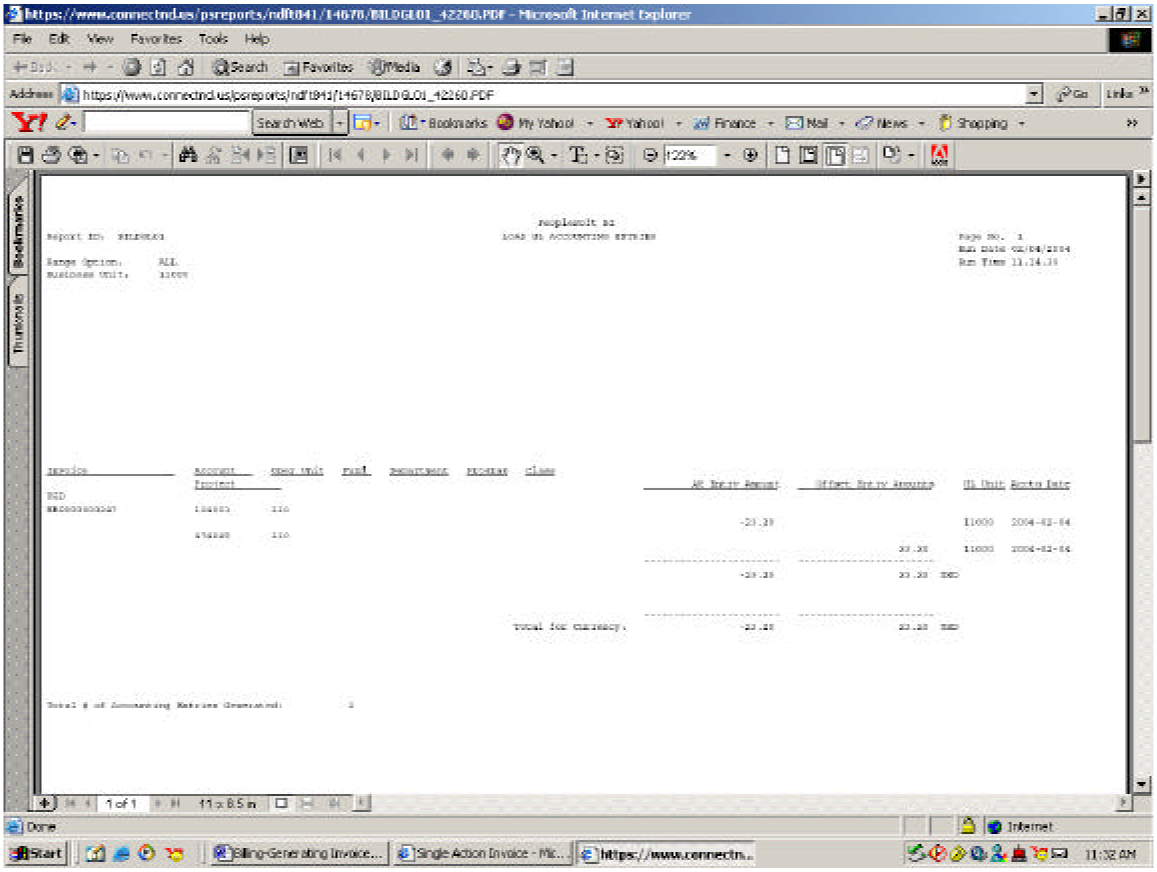
- Click the Save icon to save the Pro Forma invoices on your computer.
- Click the Print icon to send the Pro Forma invoices to the printer.
- Click Return on the Report Detail page to return to the Report Manager – Administrative tab.



- To view accounting entries created from the invoices and sent to the General Ledger, click the ‘Load GL Interface’ View hyperlink.



- Click the BILDGL01_Process Instance #.PDF hyperlink to view the Load GL Accounting Entries report.

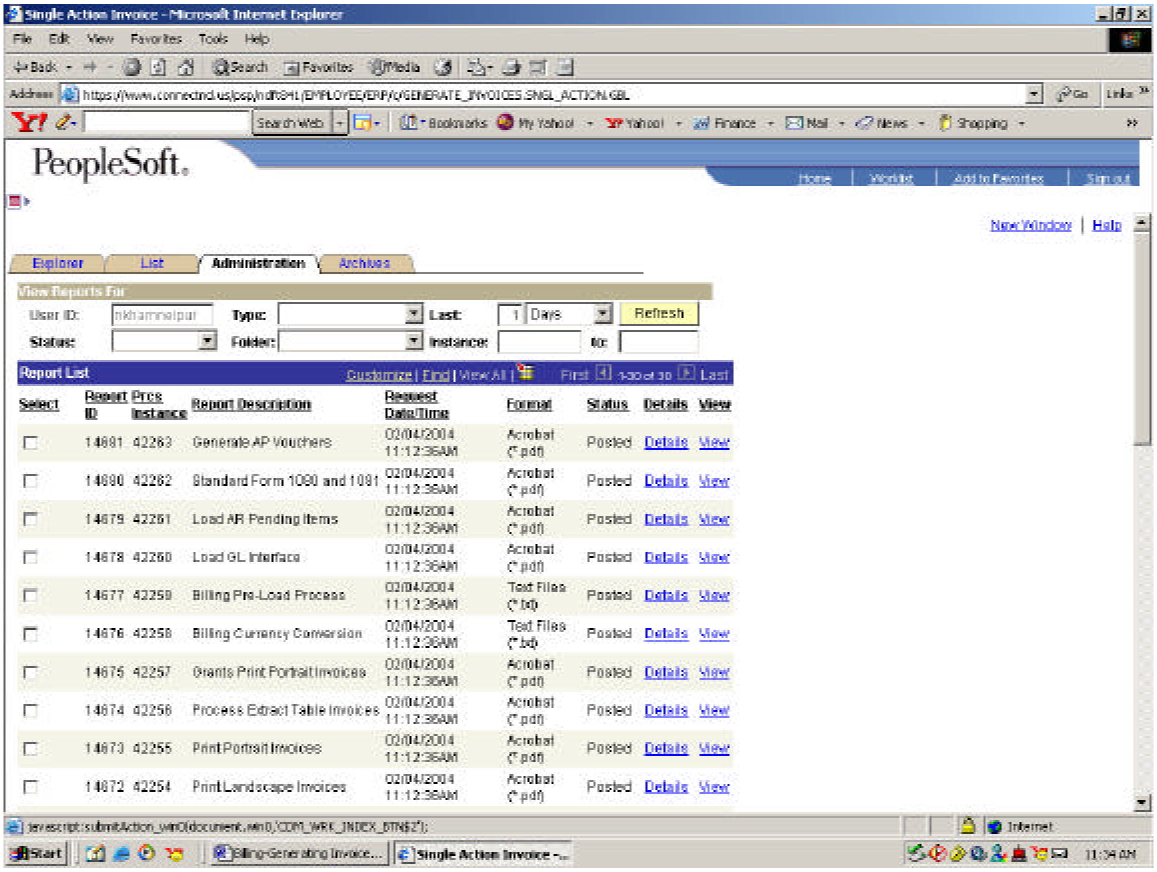


- Click the Save icon  to save the Pro Forma invoices on your computer.

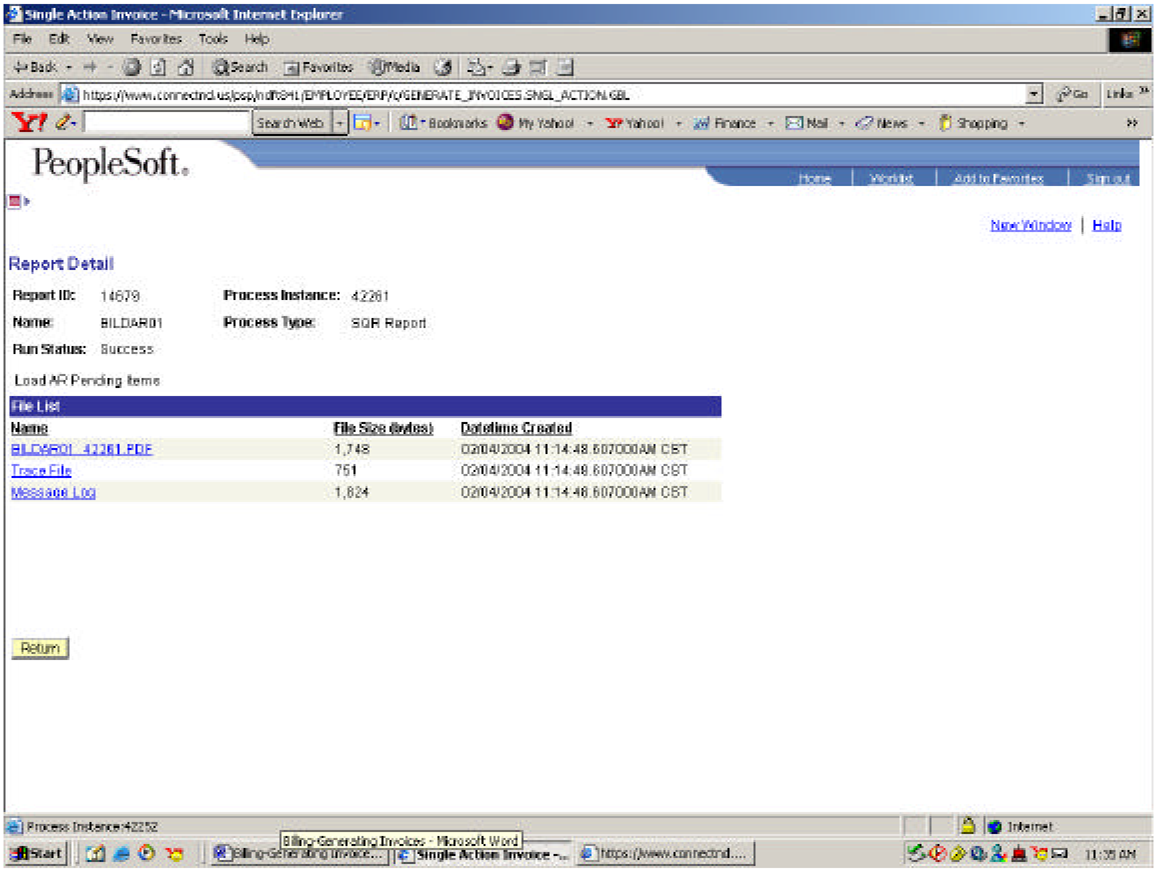
- Click the Print icon  to send the Pro Forma invoices to the printer.

- Click Return on the Report Detail page to return to the Report Manager – Administrative tab.

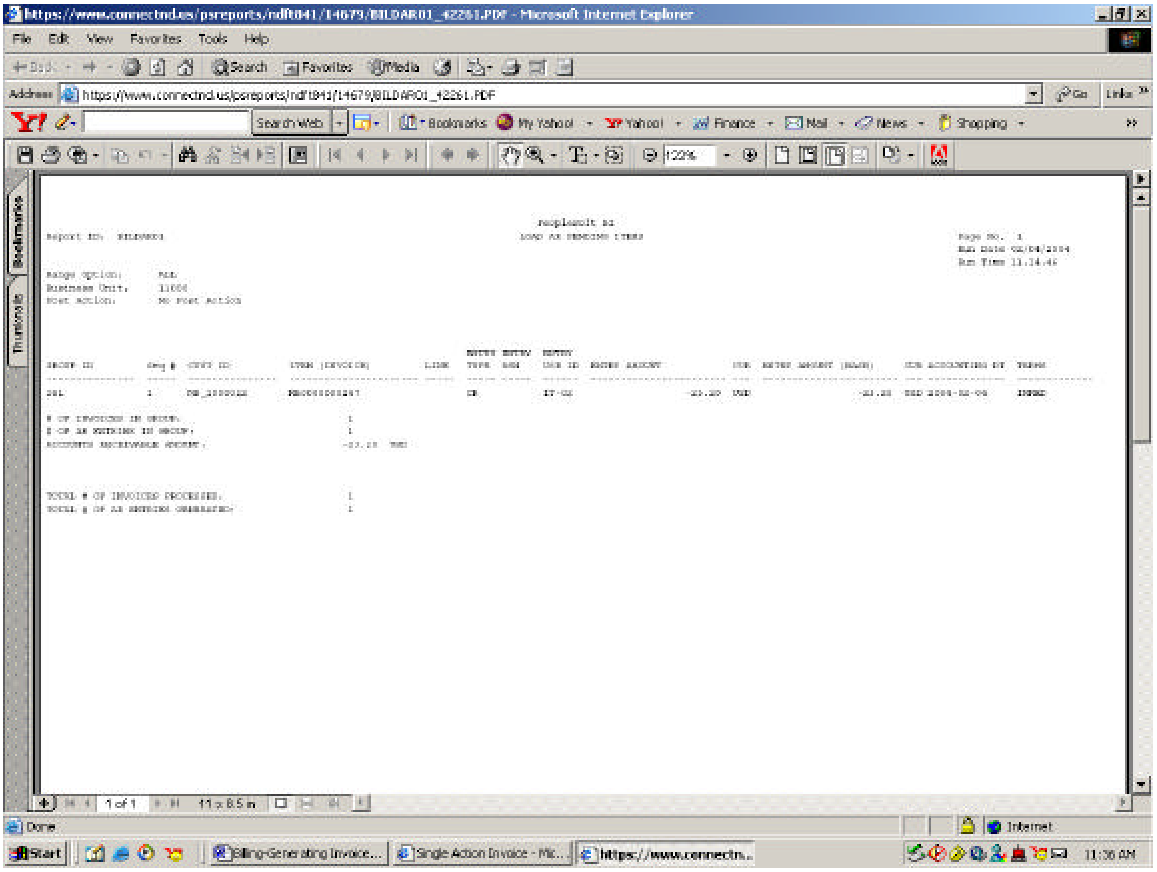
Note: The Journal Generator process in PeopleSoft General Ledger must be run to post accounting entries created during the Billing process in General Ledger.



- To view AR pending item group detail created from the invoices, click the 'Load AR Pending Items' View hyperlink.



- Click on the BILDAR01_Process Instance#.PDF hyperlink to view the 'Load AR Pending Item' report.

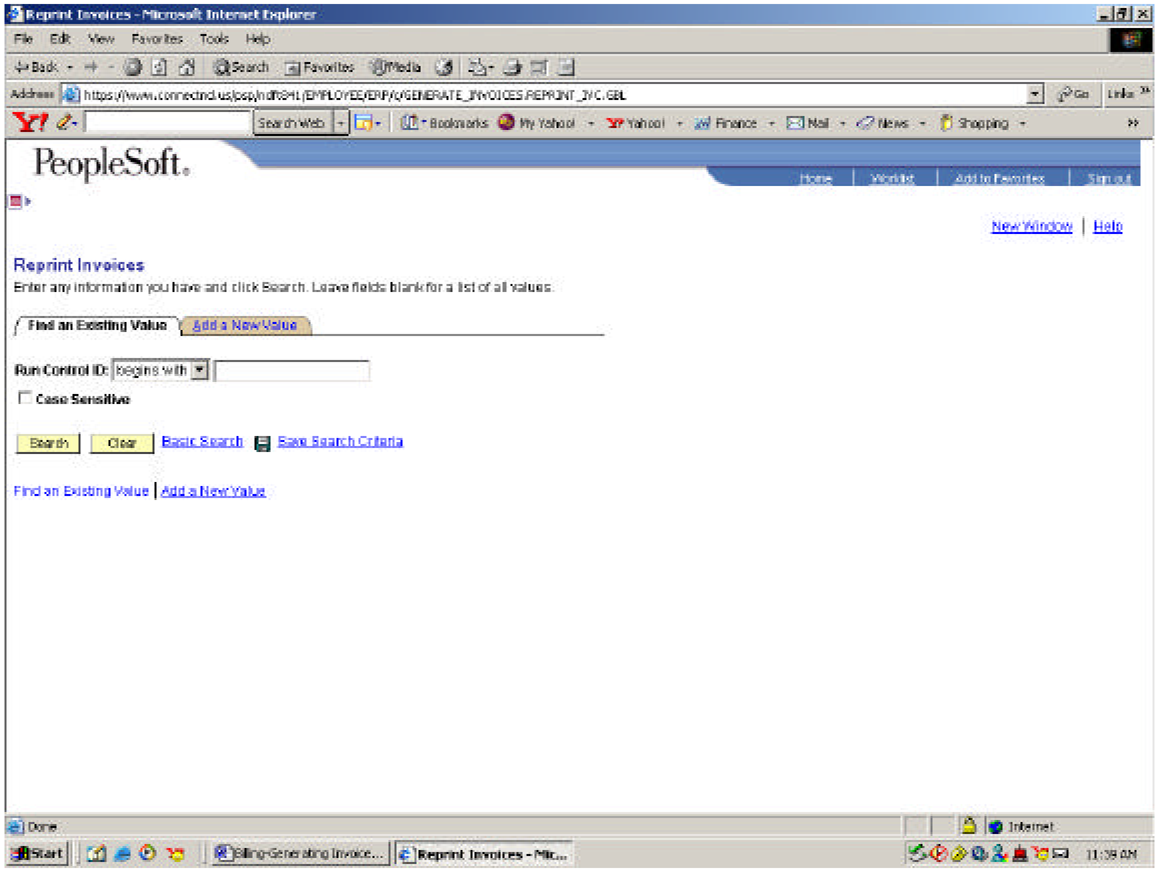


- Click the Save icon to save the Pro Forma invoices on your computer.
- Click the Print icon to send the Pro Forma invoices to the printer.
- Click Return on the Report Detail page to return to the Report Manager – Administrative tab.

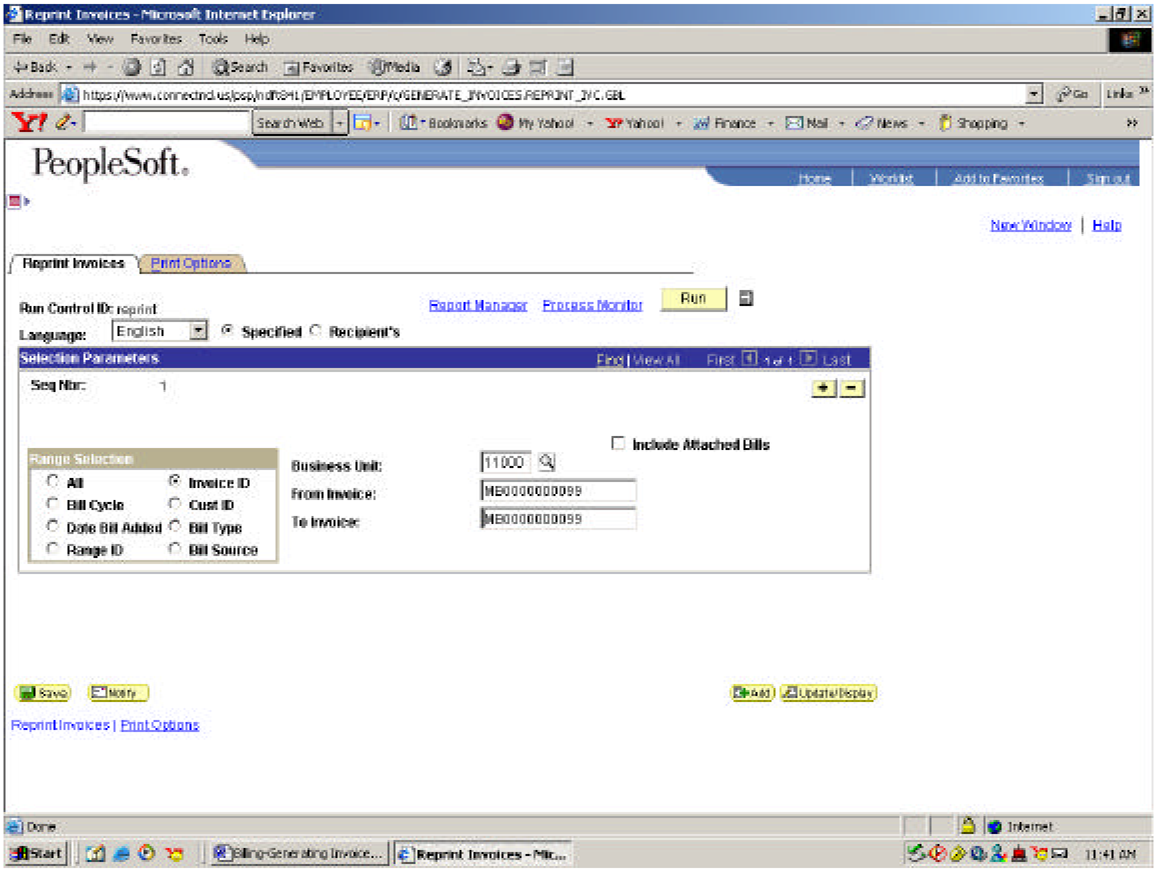
Note: The Receivable Update (ARUPDATE) process in PeopleSoft Accounts Receivable must be run to post pending items created during the Billing process in Receivables, thereby updating customer records.

Reprinting Invoices

Billing > Generate Invoices > Non-Consolidated > Reprint Invoices



- Enter your Run Control ID.
- If you do not remember your Run Control ID, Click Search.
- If you want to add a new Run Control ID, click on the Add a New Value hyperlink.

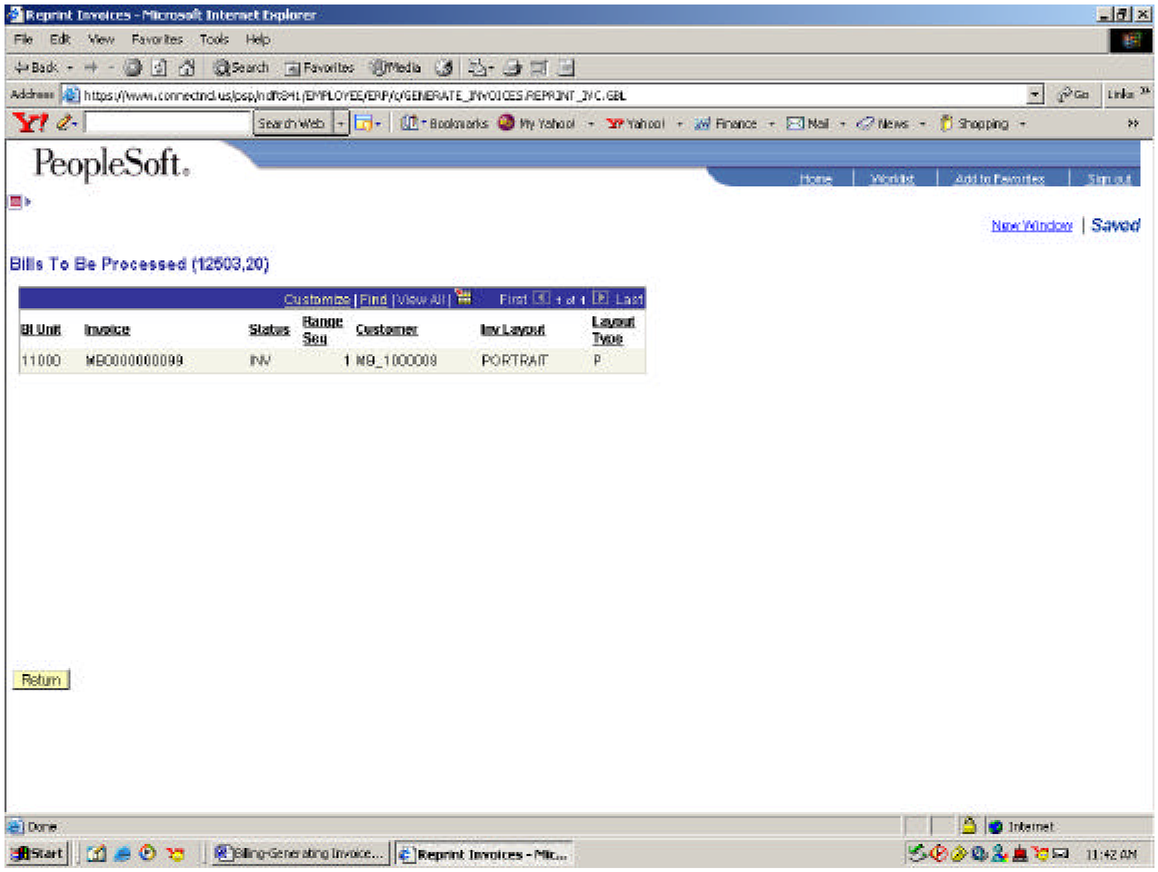


NOTE: Use the Reprint Invoices page to reprint any number of invoices. When you reprint from here, the invoice will look as if it were the original and will not go through the finalization process again. The system chooses only bills with the status of *INV* that have already printed. These parameters are the same for reprints, as if you are running the original invoices.

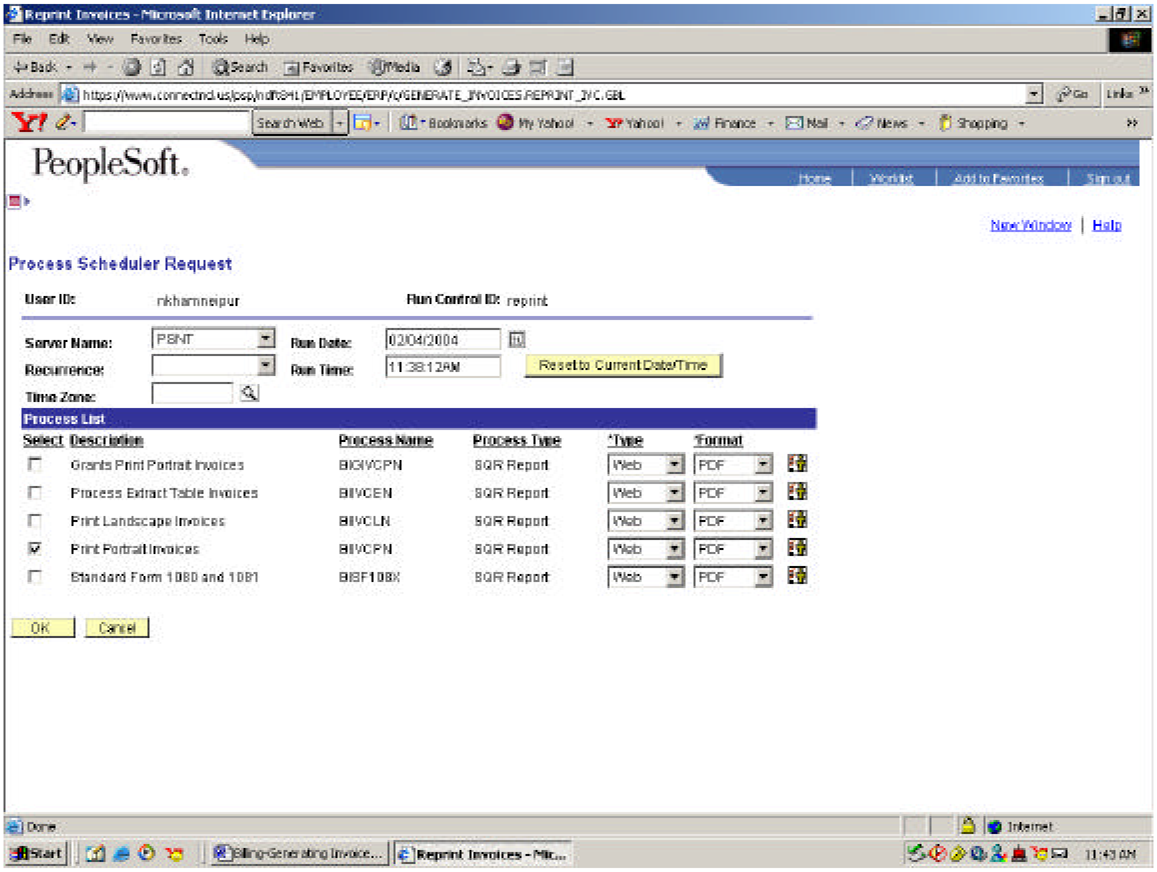
- Enter the appropriate Business Unit. Specify the Business Unit of the invoices you'd like to include in the process.

- Specify the Range Selection criteria that you want:
  - All
  - Bill Cycle
  - Date Bill Added
  - Range ID
  - Invoice ID
  - Cust ID
  - Bill Type
  - Bill Source

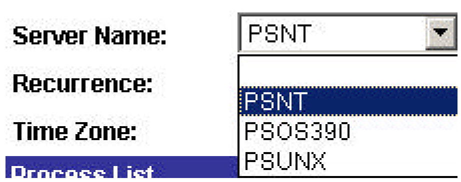
- Click the Bills to be Processed icon to view all the bills that you have specified in your range parameters.



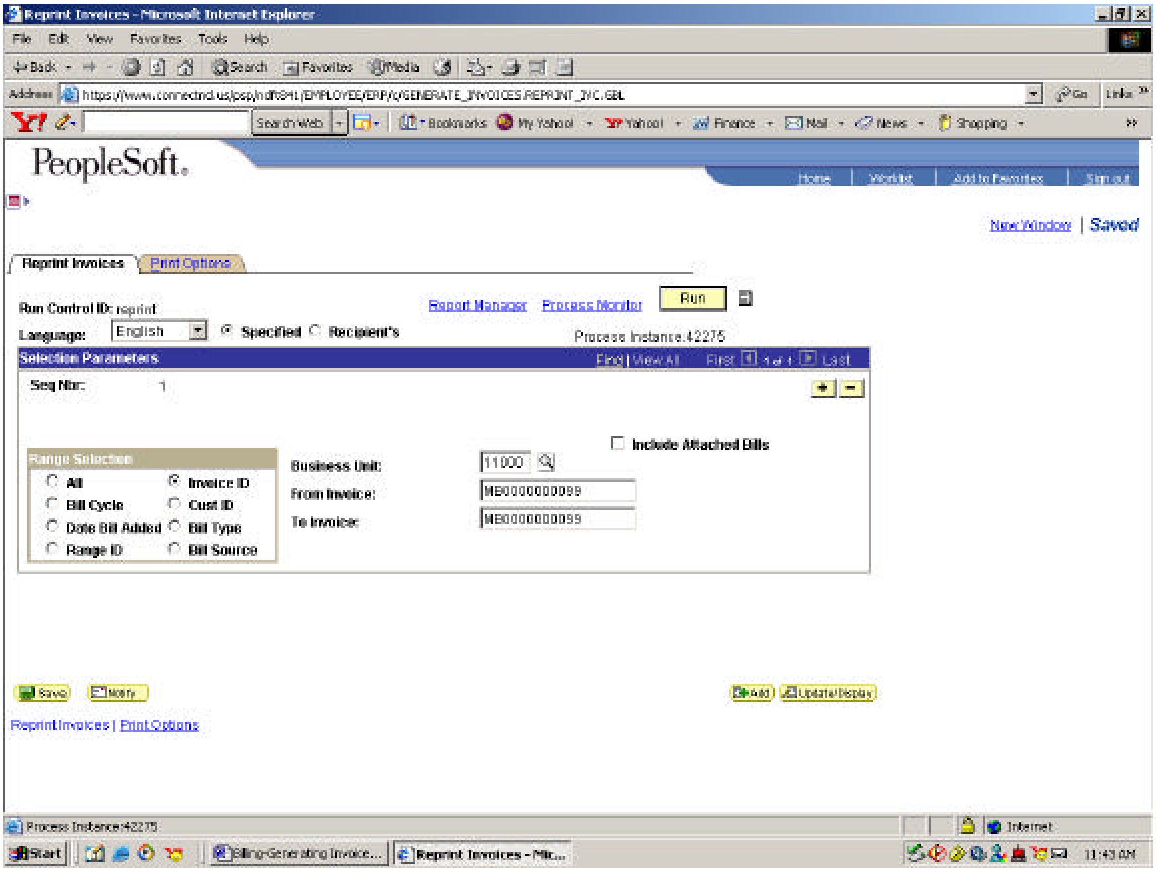
- Click Return.
- Click Save.
- Click Run.



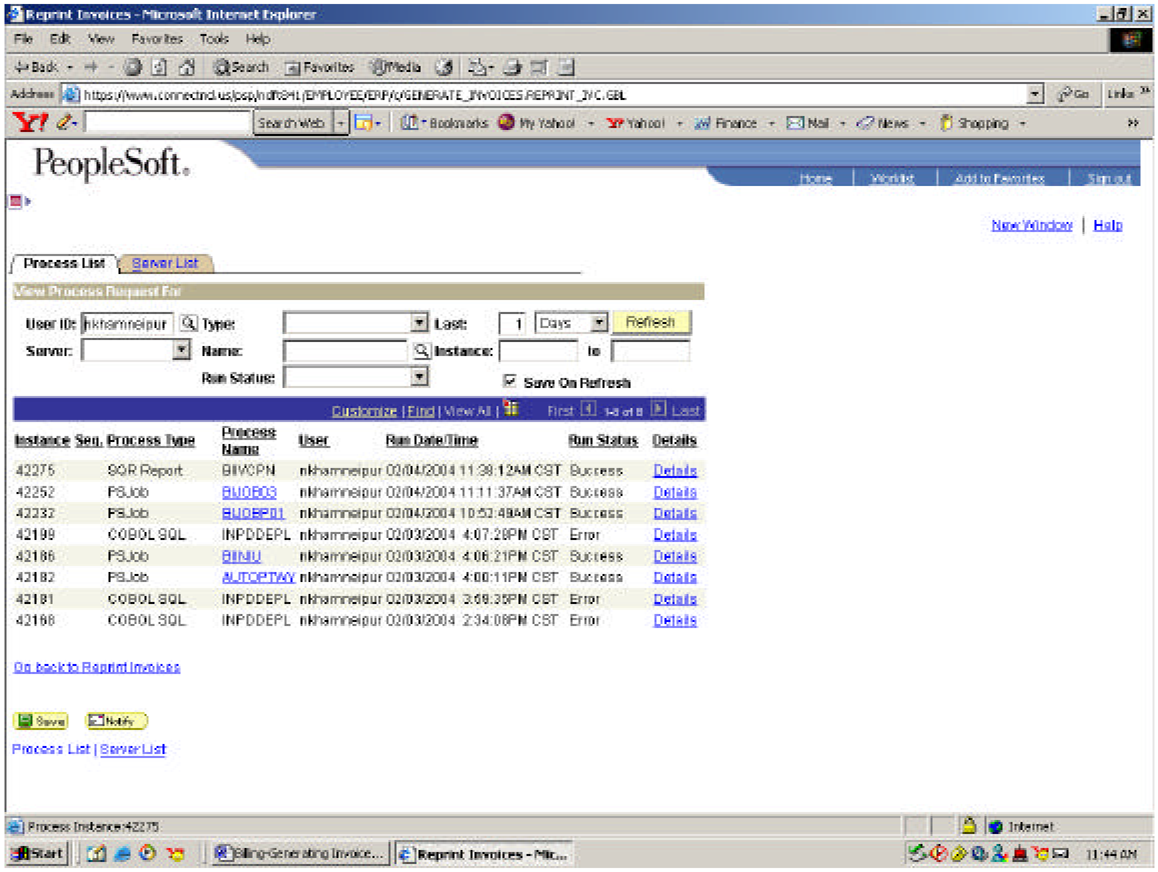
- Make sure you have checked the *Print Portrait Invoices* checkbox.
- Specify the appropriate Server Name.



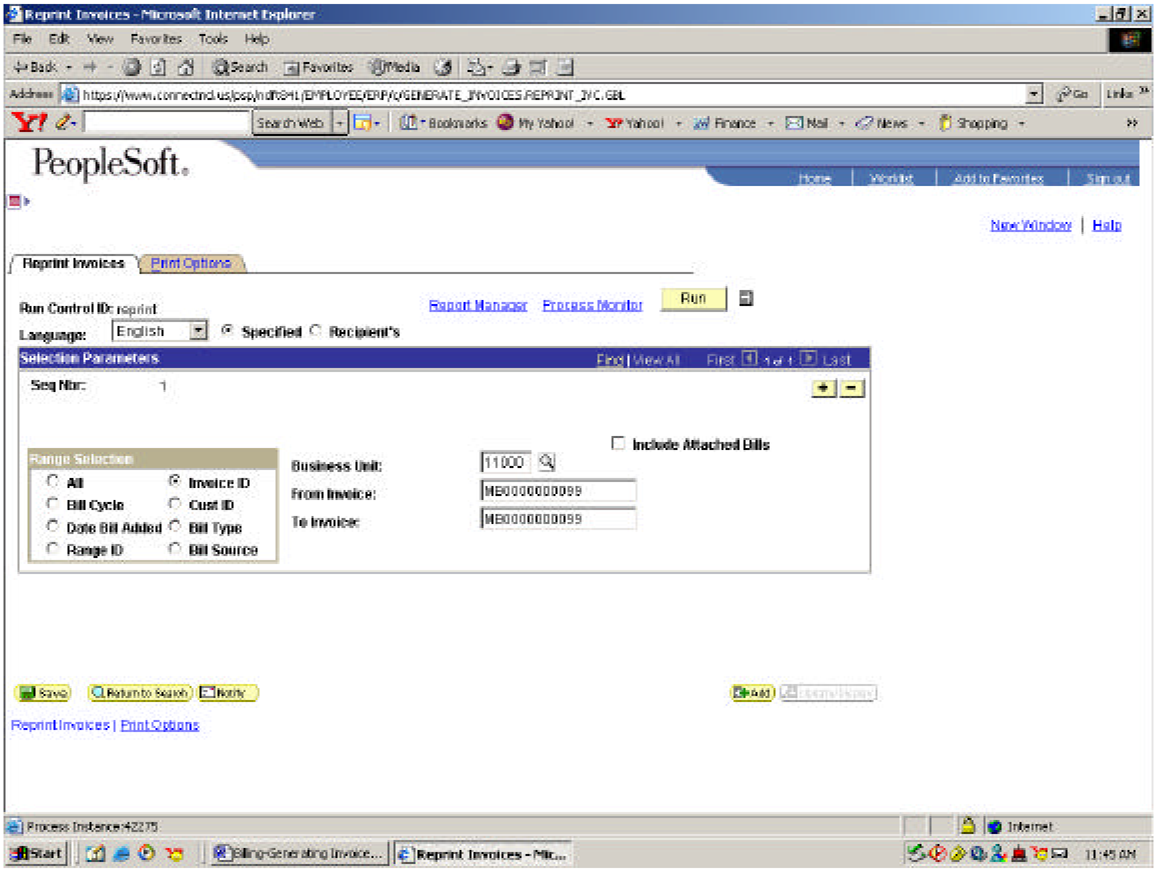
- Once you are ready to run the process, click OK.



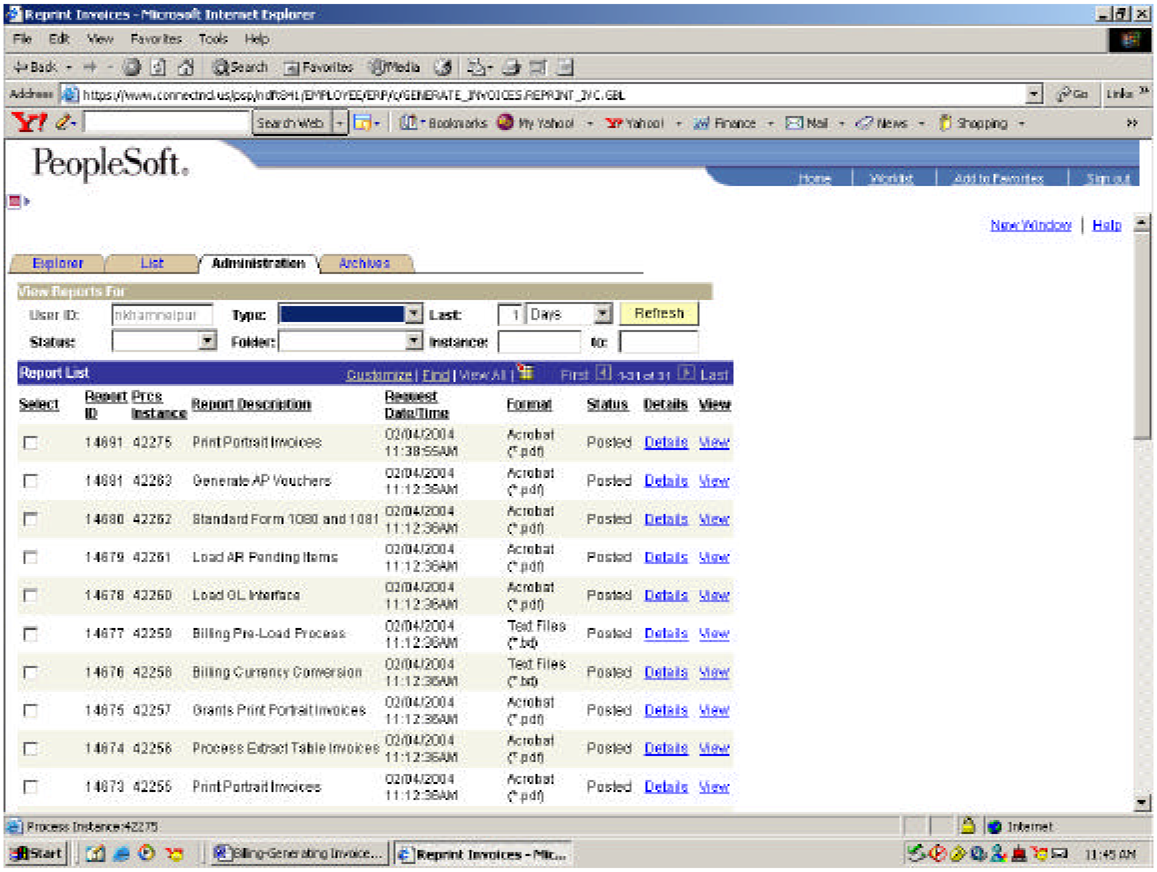
- You can verify the status of the process in the Process Monitor by either clicking the Process Monitor hyperlink or through PeopleTools.



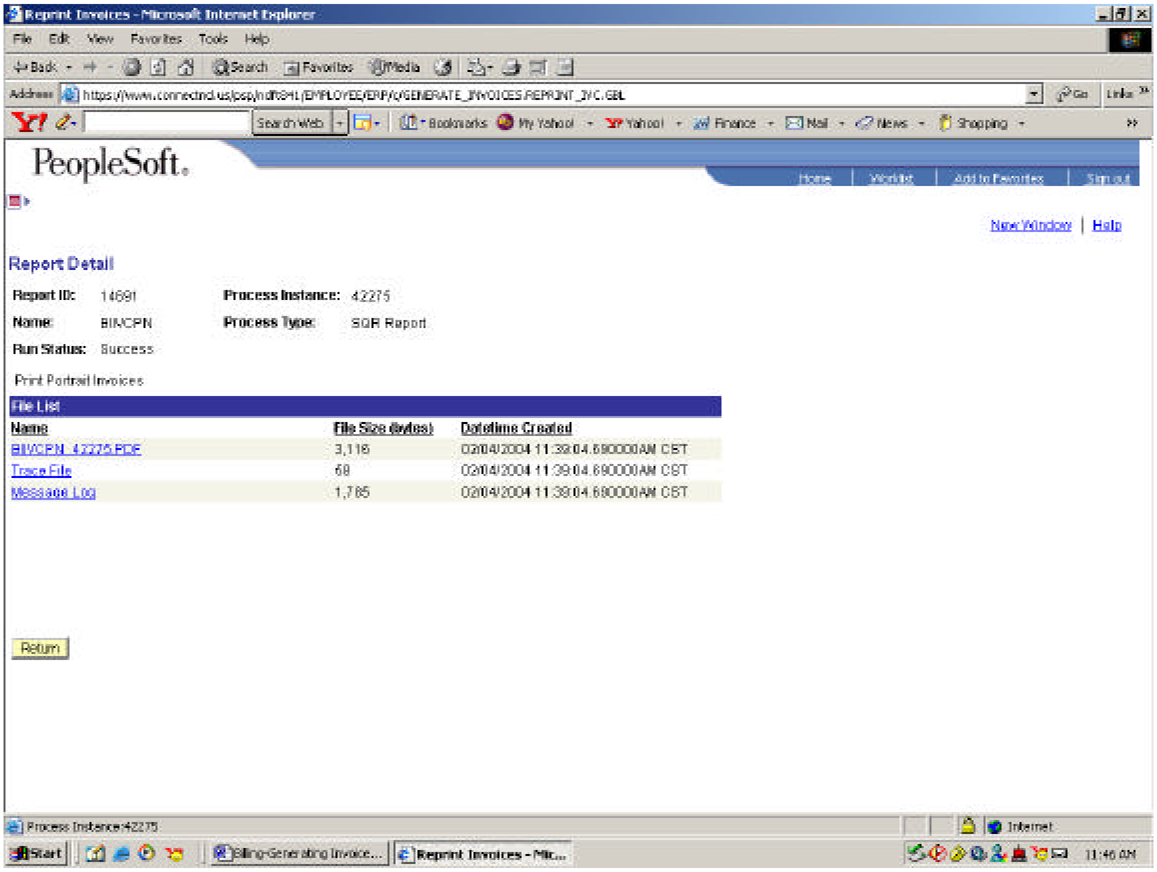
- Click Refresh if the process is in Queued, Initiated or Processing.
- Click the Go back to Reprint Invoices hyperlink to go back to the process page.



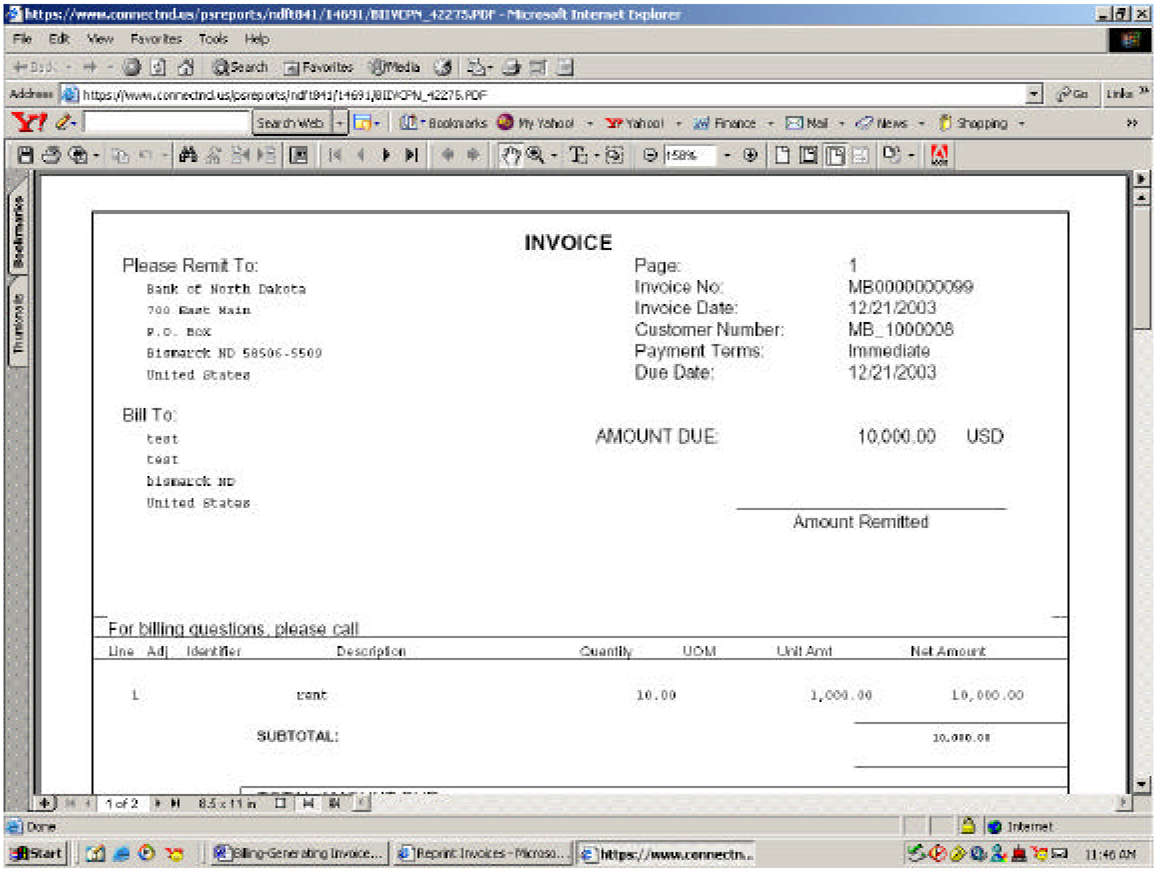
- Verify and Print the Invoices through the Report Manager or Process Monitor.



- Click on the Administration tab in the Report Manager.
- Find the process instance for the 'Print Portrait Invoices' – Report Description.
- Click on the View hyperlink



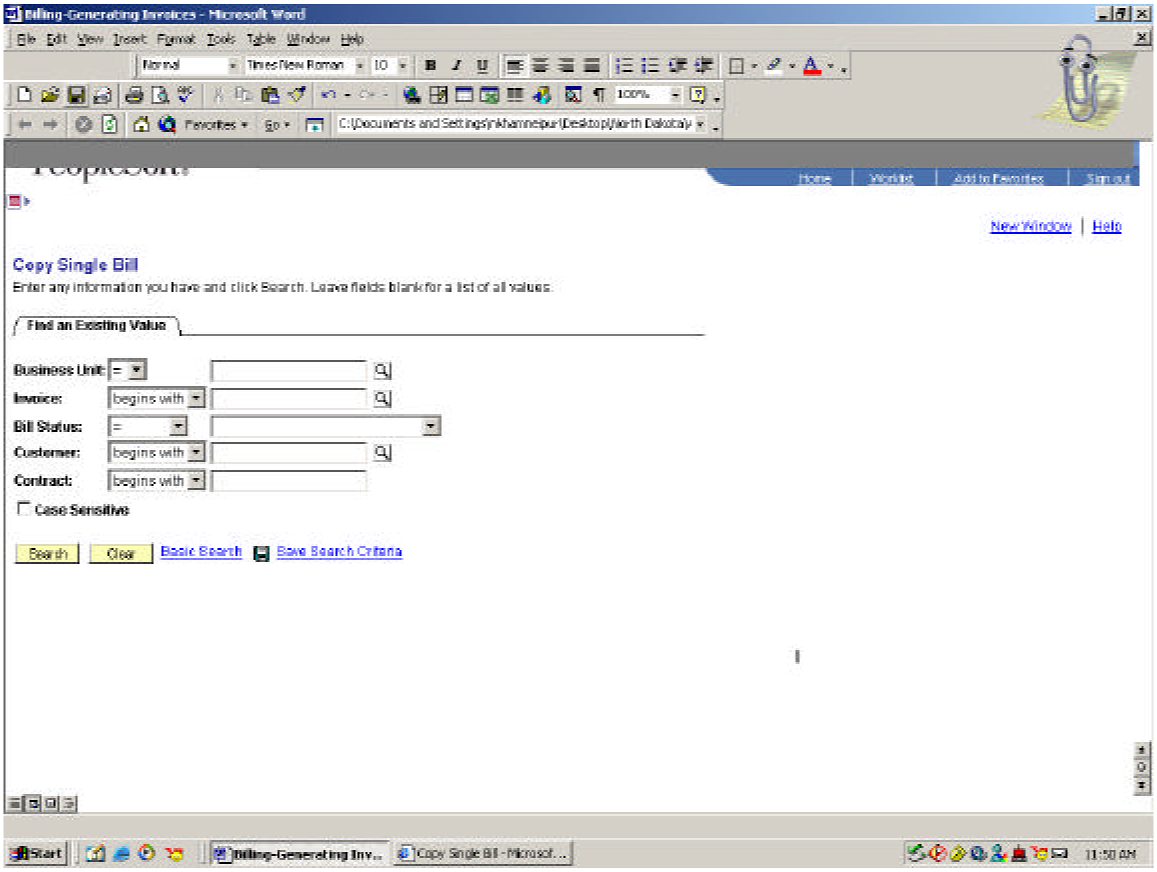
- Click on the BIIVCPN_'Process Instance #'.PDF to view and print the Invoices.



- Click the Save icon to save the Pro Forma invoices on your computer.
- Click the Print icon to send the Pro Forma invoices to the printer.
- Click Return on the Report Detail page to return to the Report Manager – Administrative tab.

Copy Single Invoice

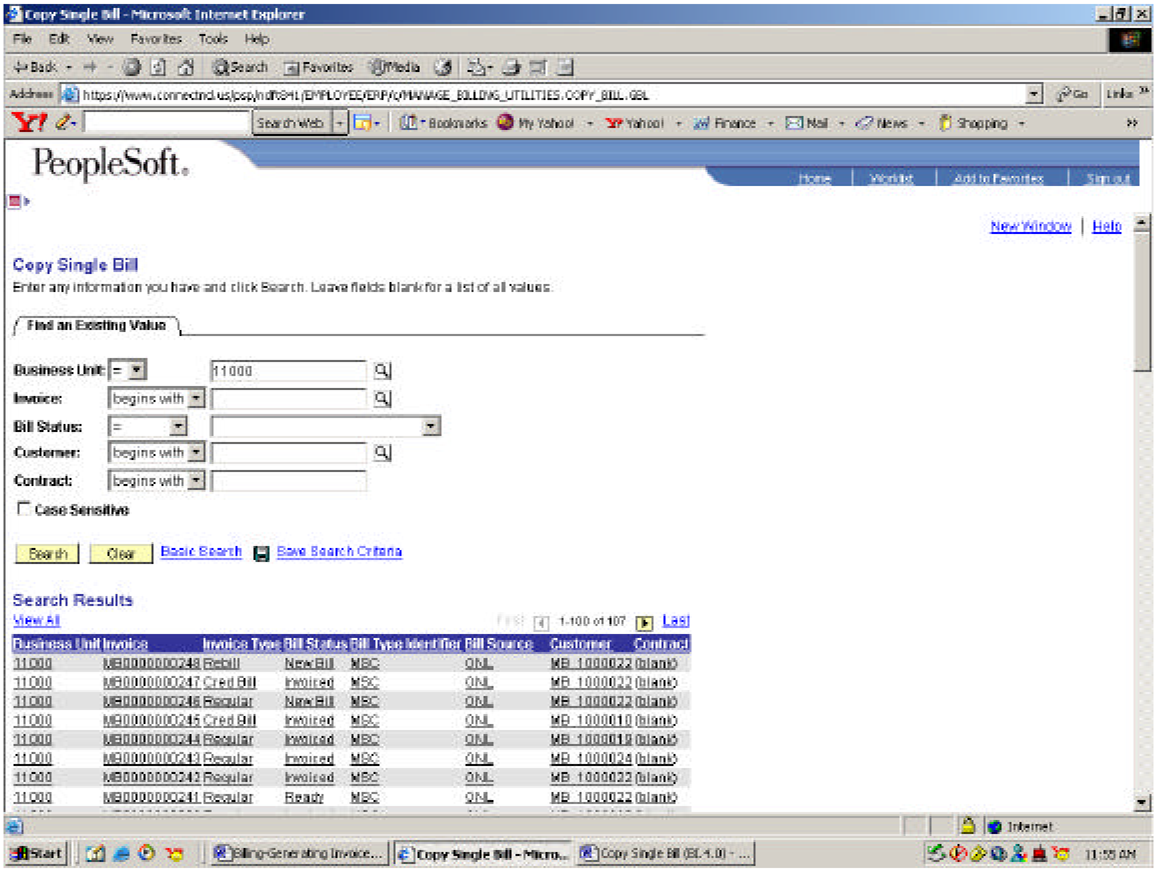
Billing > Maintain Bills > Copy Single Bill



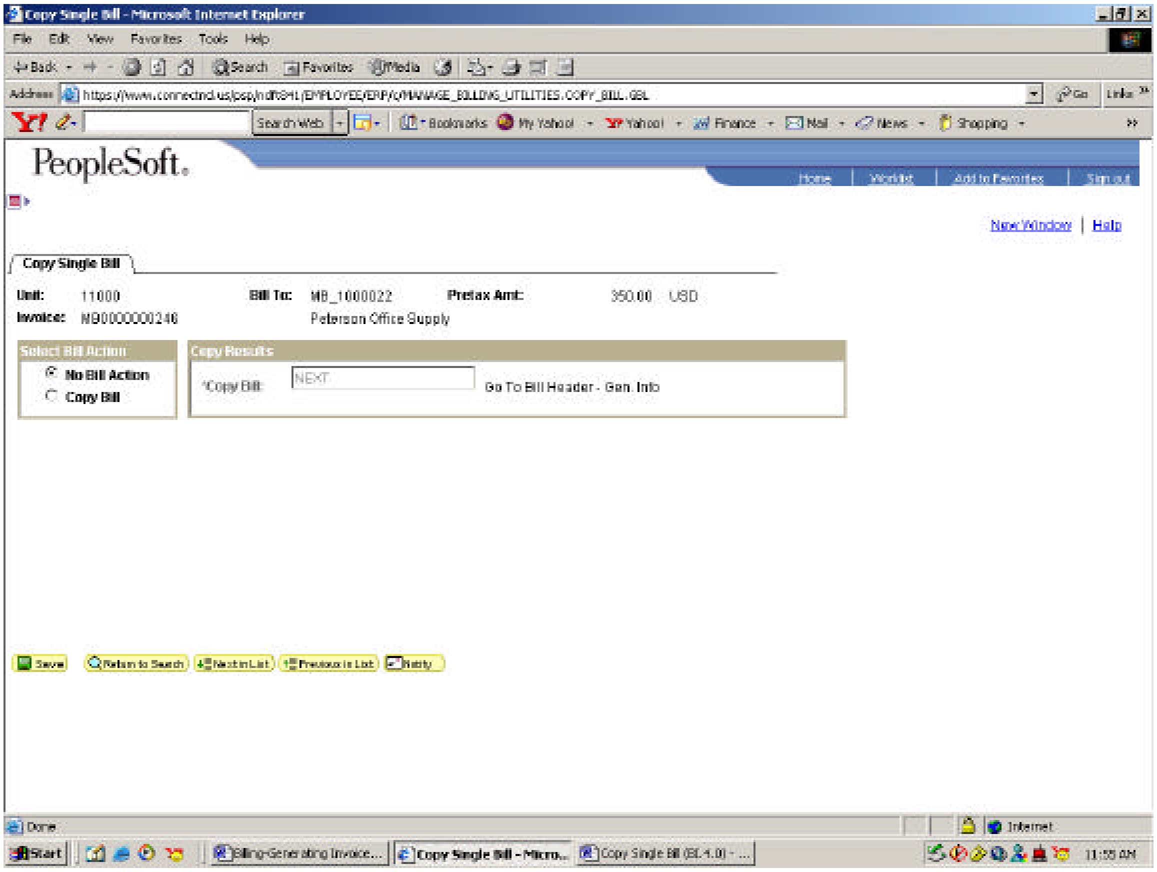
- Search and select the individual invoice that will be used as the template to copy.
  - Business Unit
  - Invoice
  - Bill Status
  - Customer

Note: Template bill can be in any status.

- Click Search

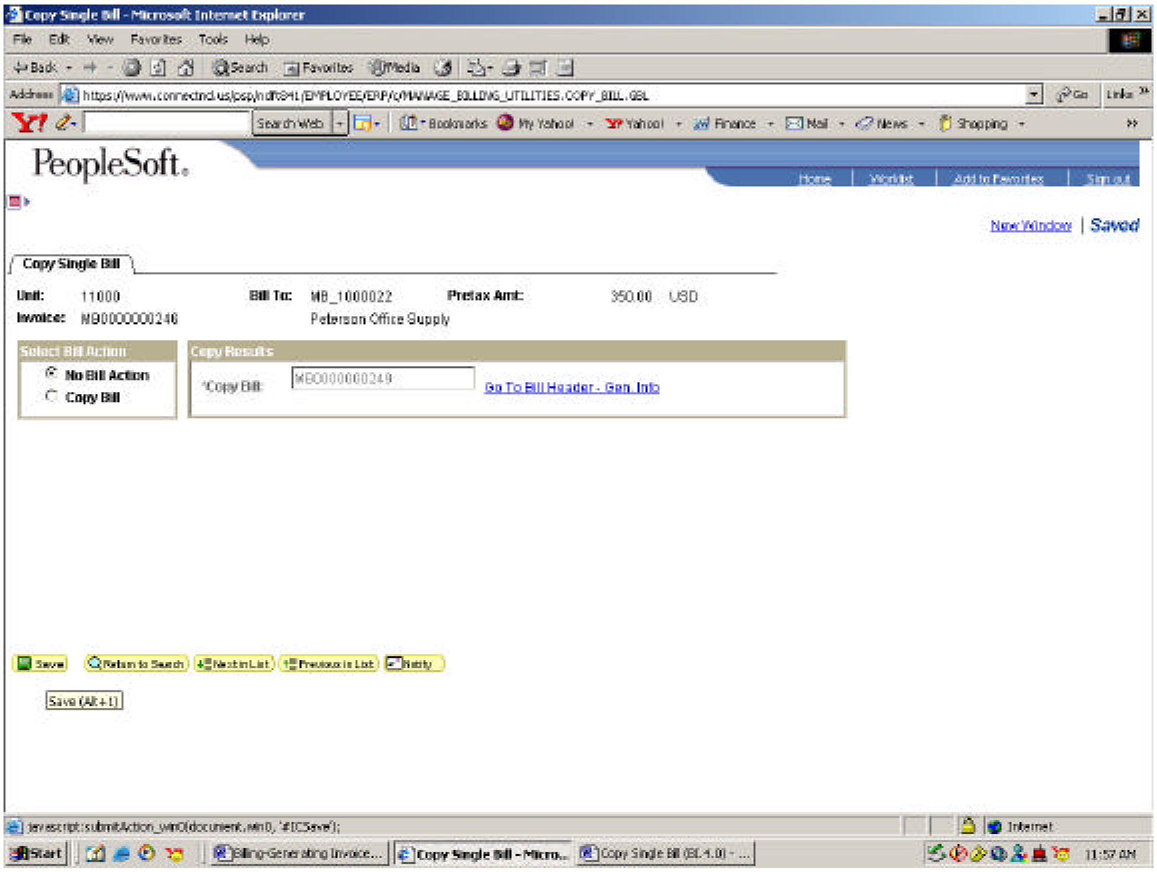


- Select the individual invoice that will be used as the template to copy.

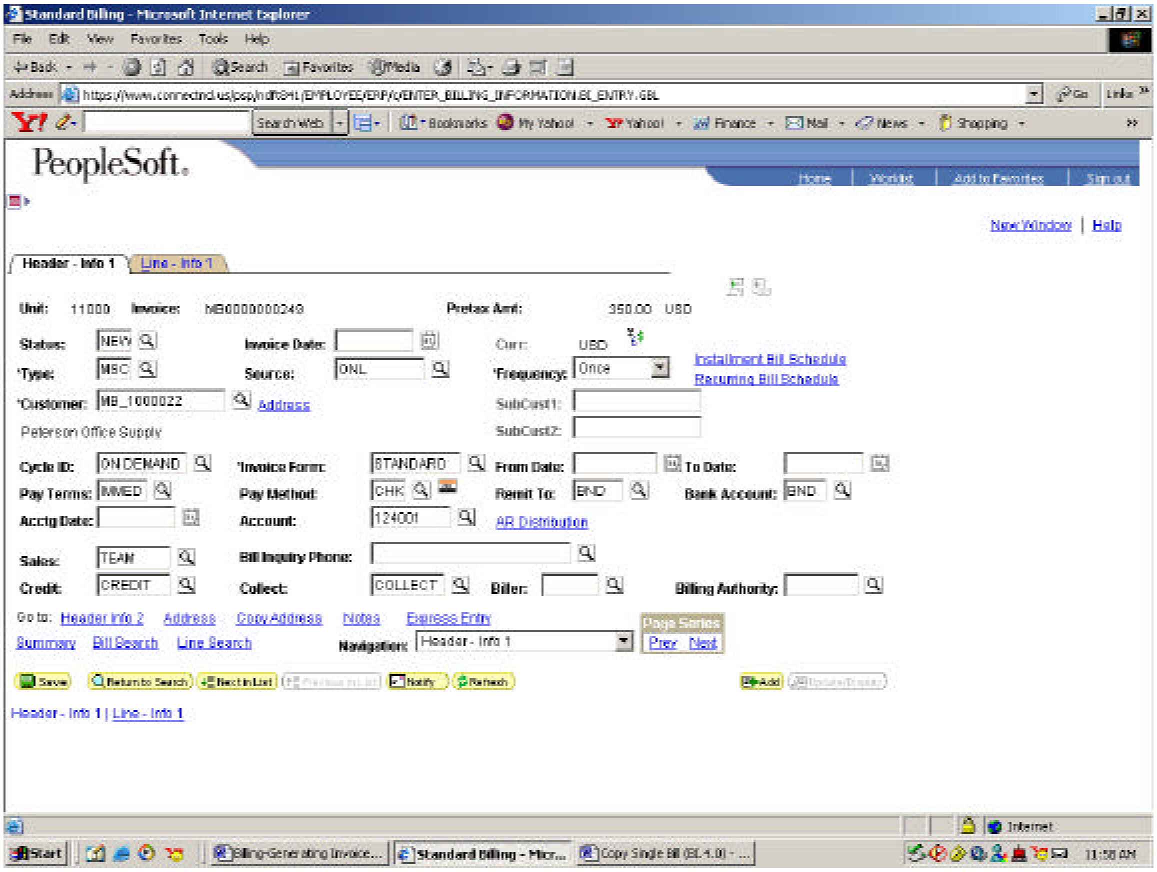


- Click Copy Bill
- Click Save

Note: Once saved, a new bill is created using the template and the 'Copy Bill' field is populated with the new invoice number. New bill is in "New" status. Also, the invoice Date is not copied as part of this process.

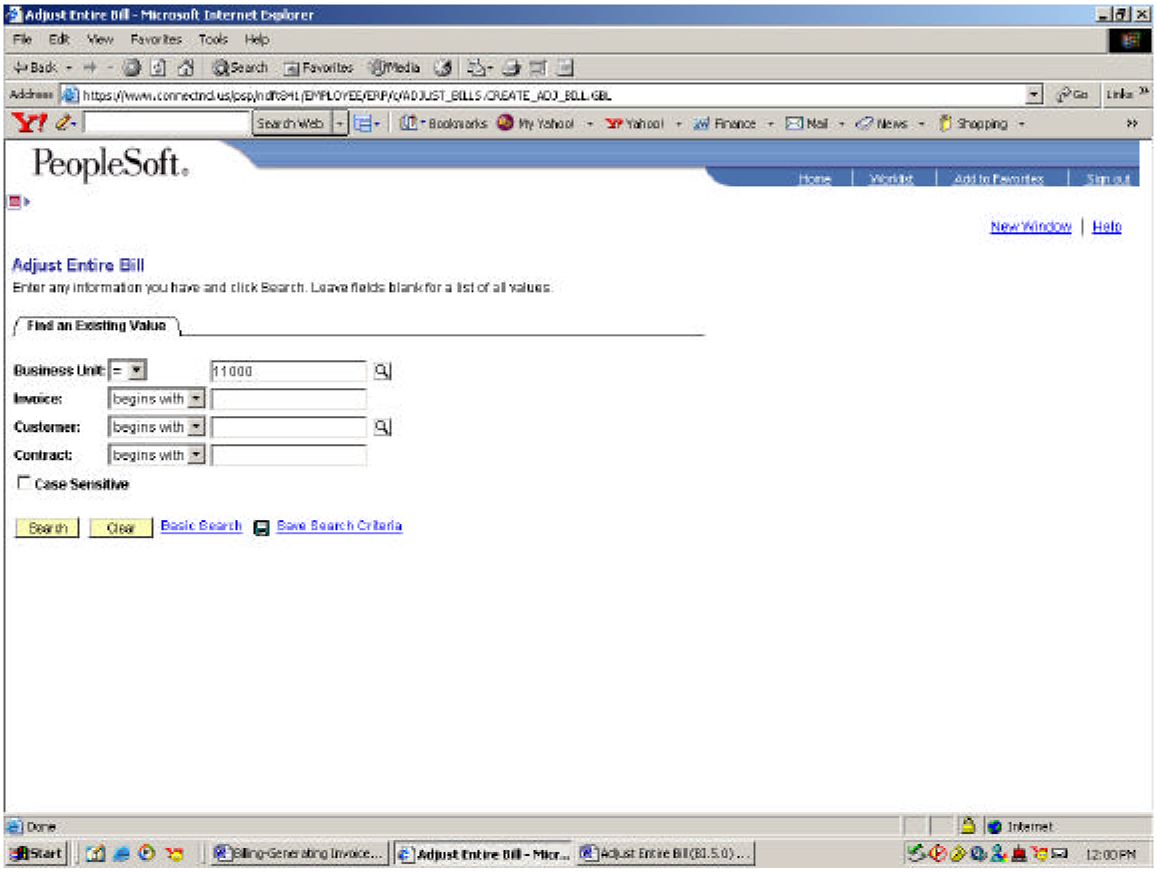


- Click the Go To Bill Header – Gen Info hyperlink to view and update the newly created bill.



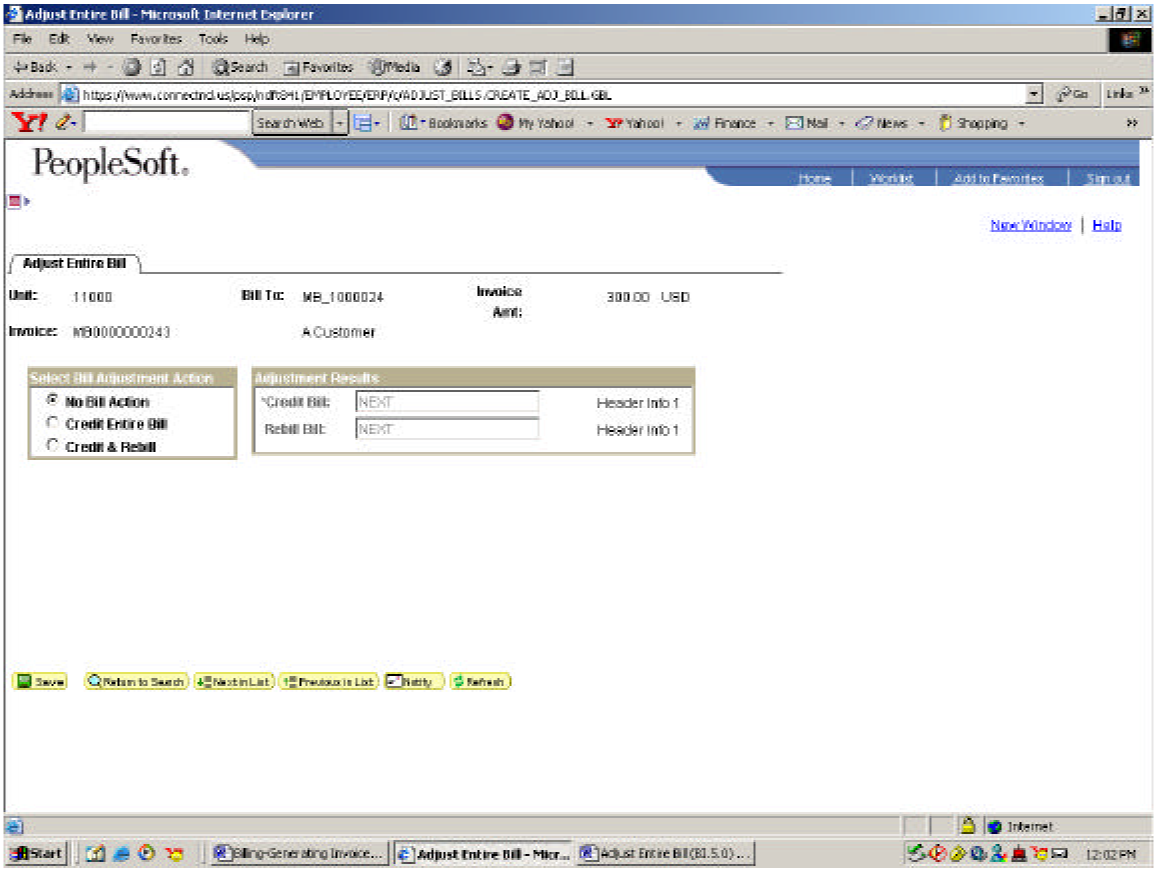
Adjust Entire Bill

Billing > Maintain Bills > Adjust Entire Bill



- Search and select the individual invoice that will be adjusted.
    - o Business Unit
    - o Invoice
    - o Customer

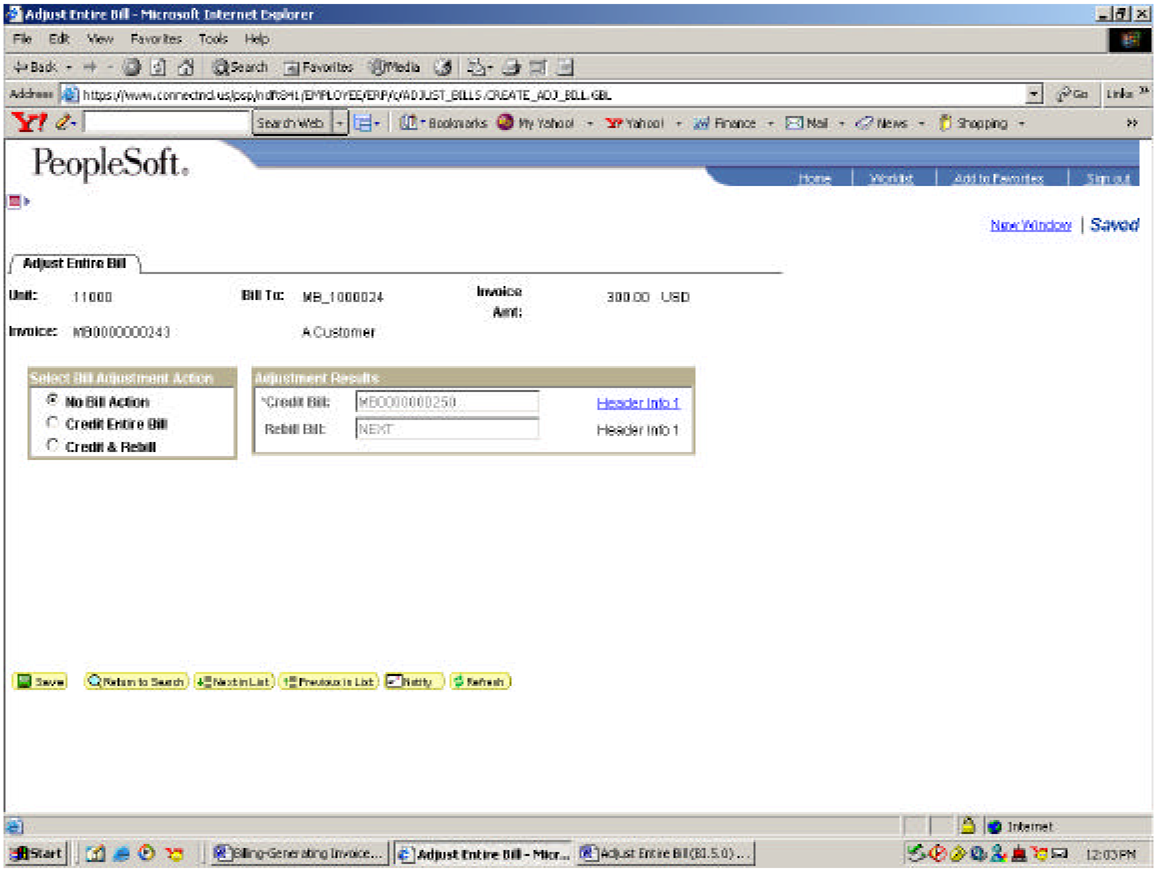
- Click 



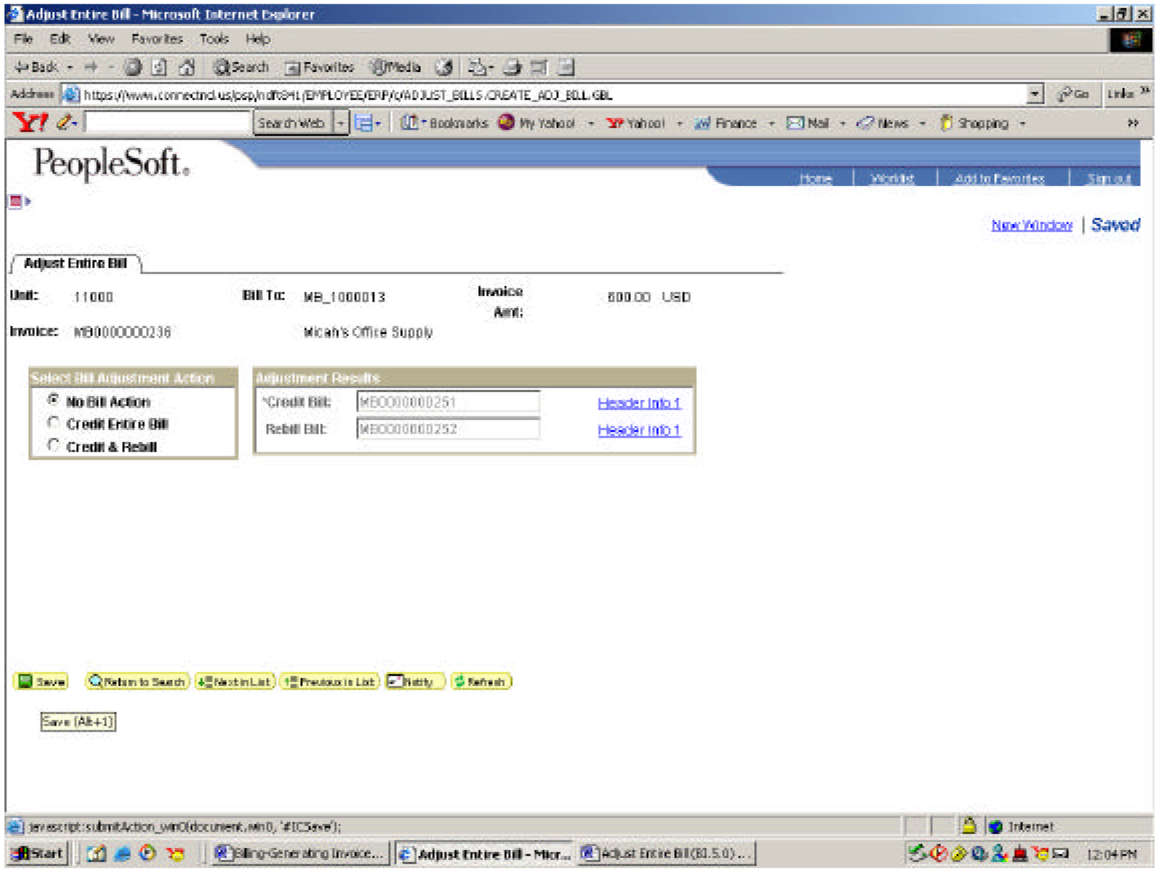
- Select the appropriate Bill Adjustment Action.
  - No Bill Action.
  - Credit Entire Bill
  - Credit & Re-bill.

- Click 

,



- Click the Go To Bill Header – Gen Info hyperlink to view and update the newly created bill.



- Click the Go To Bill Header – Gen Info hyperlink to view and update the newly created bill.

Note: Once saved, new bills are created using the template bill. Depending on the Bill Adjustment Action, the 'Credit Bill' and 'Re-bill Bill' fields are populated with new invoice numbers. Credit bill is in "Ready" status whereas the Re-billed bill is in "New" status. Also, the invoice Date is not copied as part of this process.